

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, Webb, Mayor Blonigan
3. MICROPHONE CHECK: Parisian, Wagner, Murphy, Webb, Mayor Blonigan
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
5. APPROVAL OF THE SEPTEMBER 19, 2023 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. Motion to approve the City Council meeting minutes of September 5, 2023.
- B. Motion to receive the Parks, Recreation, and Forestry Commission minutes of May 23, 2023.
- C. Robbinsdale Wine & Spirits' Monthly Financial Statements
- D. Deputy Registrar's Monthly Financial Statements
- E. Approval of Credit Card Charges and Payment
- F. Scheduling the date for the Truth-in-Taxation Budget Meeting
- G. Amendment of the 2024 Budget Calendar
- H. Hy-Vee Movie Night
- I. Memorial Bench Donation
- J. Approval of Licenses
- K. Gathering Community Church Event

7. PRESENTATIONS

- A. None

8. PUBLIC HEARINGS

- A. None

9. OLD BUSINESS

- A. None

10. NEW BUSINESS

- A. Minnesota Assistance Council for Veterans 4628 41stAve. N.
 - Conditional Use Permit C23-1 for multiple family units.
 - Variance V23-1 to reduce parking, lot and unit area requirements.
 - Conditional Use Permit C23-3 for off-site parking.
- B. Proposed 2024 General Fund and Debt Service Property Tax Levies
- C. Proposed 2024 HRA Property Tax Levy
- D. Enterprise Funds Budget, Capital Project Funds Budget, and CIP Plan Work Sessions

11. OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT

City of Robbinsdale
CITY COUNCIL MINUTES
September 5, 2023
Meeting No. 17

CALLED TO ORDER

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

ROLL CALL

2. Present: Parisian, Wagner, Murphy, Mayor Blonigan
Absent: Webb
Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Rick Pearson, Community Development Coordinator

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

3. Mayor Blonigan opened the floor to members of the public.
4. Jeanne Johnson, Robbin Gallery Director, thanked the City for their generosity and invited people to come and see the exhibits. She noted the 2024 programs are already scheduled and the gallery is run by volunteers.
5. Several members of the SLR 81 coalition spoke on behalf of the other members and noted their stance on the Light Rail being routed down County Road 81 and stated there are better alternatives for the route.
6. Mayor Blonigan asked members of the audience to raise their hands if they agreed that an alternate route to County Road 81 would be better. 48 people raised their hands.
7. Mayor Blonigan closed the floor.

APPROVAL OF THE SEPTEMBER 5, 2023 MEETING AGENDA

8. Peterson-Etem noted the voucher disbursement report was provided to Council via email and in person.
9. **Member Murphy MOVED, second by member Parisian to approve the City Council agenda for September 5, 2023. The vote was unanimous and the motion carried.**

CONSENT AGENDA

10. **Member Parisian MOVED, second by member Murphy to approve the consent agenda. This vote was unanimous and the motion carried.**
 - A. Motion to approve City Council Work Session Meeting minutes of August 8, 2023.
 - B. Motion to approve City Council Meeting minutes of August 15, 2023.
 - C. Accept Quotes for Replacement Pickup Trucks and Associated Equipment – City Projects 8156, 8157, 8159 and 8161
 - D. Approval of Licenses

- E. Recommendation for Charter Commission Reappointments
- F. Scheduling Public Hearing on October 3, 2023 to Certify the Assessment Roll for Forced Tree Removals
- G. Scheduling Public Hearing on October 3, 2023 to Certify the Assessment Roll for Emergency Water, Sewer, and Sump Pump Repairs
- H. Scheduling Public Hearing on October 3, 2023 to Certify the Assessment Roll for Delinquent Utilities
- I. Scheduling Public Hearing on October 3, 2023 to Certify the Assessment Roll for Unpaid Administrative Penalties
- J. SECOND READING of an Ordinance rezoning 3836 Hubbard Ave. N. from R-2, Single and two-family residential to R-1, Single family residential
- K. FIRST READING of an Ordinance rezoning 3826 West Broadway from B-2, Limited Community Business to B-4, Community Business.
- L. Access Agreement with North Memorial

PRESENTATION A: METRO BLUE LINE LRT EXTENSION (BLRT) UPDATES

- 11. Sandvik stated that throughout the past year, Council had listening sessions, open houses, and public meetings, and on March 30, 2023, directed staff to execute a letter to the project office for the Light Rail Extension project. He noted conversations continued with the public during that time, but also with the project office, and noted the project office is in attendance tonight to provide feedback and highlights in response to the letter.
- 12. Nick Landwer, Blue Line Extension Project Office, stated that he would be discussing themes from responses to the Council's letter, schedule, and next steps. He provided insight into the themes of the letter including, safety, loss of existing infrastructure, pedestrian and vehicular operations, property acquisition, grade separated LRT, ridership, and displacement.
- 13. Member Wagner asked if there are any stops or routes that have changed since 2019 and if that would be included as context. Landwer noted he could provide the specific changes.
- 14. Member Murphy asked about the length of the ride between stops and how that would change if there is an additional stop. Landwer stated travel time and ridership is being modeled and he will have that information later this year.
- 15. Landwer noted the park-and-ride structure, at this time, is set for 500 spaces, but said they want to work with the City to make sure it works for Robbinsdale's needs as well. Member Murphy stated he thinks that would be too many parking spaces, and questioned if Robbinsdale is the appropriate city for a park-and-ride station.
- 16. Member Wagner asked how many levels a park-and-ride with 500 spaces would

be, and if any of those spaces could be underground. Landwer noted that generally, about 120 parking spaces per level is a good basis and there could be options for underground spaces.

17. Mayor Blonigan asked if there was an elevated section of the light rail, would that improve the operating level. Landwer stated there is relatively no change in the level of service if the track is elevated or not and noted the modeling only added a few seconds to travel time.
18. Member Murphy asked about public safety vehicles and how they would interact with the Light Rail. Landwer stated if an emergency vehicle is using preemption, the Light Rail would need to stop at a red light produced by that emergency vehicle, the same way a car or bus would now.
19. Member Wagner asked about additional workload for the police department as there would be more people coming through the City, and if Metro Transit provided additional support for public safety. Landwer noted there is a professional services agreement currently between Metro Transit and Robbinsdale police, and stated he would look into fire support.
20. Member Wagner asked Landwer to speak about the anti-displacement work and noted that it is unique compared to similar projects. Landwer stated they try to create a plan that affects the least amount of people and properties as possible. He also stated the goal is that this project will benefit the people that are already there.
21. Mayor Blonigan asked about the amount of money that has been spent planning thus far. Landwer noted some specifications around funding that is allocated for planning, and mentioned other sources of funds.
22. Member Murphy asked about Bus Rapid Transit (BRT) and why it's not being investigated for this route, particularly with the cost and timeline. Landwer stated this is an extension of the Blue Line, which is currently Light Rail, and that is why BRT isn't being looked into more. He also mentioned ridership projections forecast a need for Light Rail versus BRT.
23. Member Parisian thanked Landwer and asked about public safety as it relates to the park-and-ride structure and if that is included in the planning phase. Landwer stated yes, and noted when structures are built there are several cameras that would be used and monitored by a control center. He noted emergency buttons and phones, and also described how proper lighting is important so it doesn't cause shadows or dark spots.
24. Member Murphy stated he doesn't support the alignment down County Road 81 and that he wouldn't be able to justify to a resident why this should be done. He noted he wants to do what he feels is best for the residents of Robbinsdale. He also stated that he thinks there are better alternatives and would vote no for municipal consent if it stays as is.
25. Mayor Blonigan stated there are a significant amount of people that believe BNSF was the better option for this route, but noted the County Road 81 is already

divisive with or without Light Rail. He stated the change from the rail corridor to County Road 81 is significant for Robbinsdale and that he would be willing to talk either personally, or with the Council, to SLR 81. He also stated that accommodations are being made for other cities who tend to get more assets than Robbinsdale and asked that the same treatment be given to Robbinsdale when considering the significant changes that are being made. He reiterated that even if Robbinsdale didn't give municipal consent, Hennepin County and Met Council have the authority to move forward with the project. He understands Light Rail makes sense for the future and could provide positive impacts for the City and metro area.

26. Member Wagner stated he prefers Light Rail and prefers this route option as it doesn't go through neighborhoods and doesn't take away people's rights-of-way. He asked that if the rail is going to go down County Road 81 that his hope would be improvements for downtown Robbinsdale could be included in the plan, similarly to how the project office did for Minneapolis.

OLD BUSINESS A: WHEELS OF ITALY EVENT

27. Sandvik noted this item was brought to Council at the August 15, 2023 meeting and at that time Council decided to table the item as there had been limited time for staff to review the request. He stated the event proposal is to block off parts of West Broadway, and because of that, the City asked Wheels of Italy to reach out to affected business owners. He noted they have provided a list of support from the business owners, as well as a detailed map highlighting access points, safety barricades, restrooms, and other pertinent information.
28. Dan Schaefer and Phill Slavik from Wheels of Italy stated they have been doing this event over the last 18 years in other locations in the Twin Cities and it has been very successful in the past. They discussed logistics and details of the event and why they choose Robbinsdale.
29. **Member Parisian MOVED, seconded by member Murphy to approve the application for the "Wheels of Italy" event happening on September 24, 2023. The vote was unanimous and the motion carried.**

OTHER BUSINESS A: MOTION TO APPROVE DISBURSEMENT REQUESTS FOR PERIOD ENDING SEPTEMBER 5, 2023

30. **Member Wagner MOVED, seconded by member Murphy to approve disbursement requests for the period ending September 5, 2023. This vote was unanimous and the motion carried.**

ADMINISTRATIVE REPORTS

31. Sandvik noted on September 11, 2023, the Robbinsdale Chamber of Commerce will be hosting their annual Meet and Greet event in downtown Robbinsdale from 5:30 p.m. to 7:30 p.m. He also noted the Robbinsdale Farmers Market is coming to an end and that the last market will be on September 23, 2023. He mentioned staff has implemented a new Agenda Management software which will improve productivity for staff and accessibility to the public. Finally, he noted the Council had a productive and thoughtful conversation about the 2024 budget and encouraged the public to reach out to staff with any questions.

COUNCIL GENERAL COMMUNICATIONS

32. Member Parisian thanked staff for their work on the budget and appreciates their time as well as Council for the good discussion.
33. Member Wagner thanked the community members who participated in the meeting tonight. He also thanked Clare Housing and appreciates the work they are doing. He wished everyone a Happy Labor Day and shared a quote from Abraham Lincoln.
34. Member Murphy stated there are still trees available through the Robbinsdale Tree Sale and Thanked the City Manger for the time he spends working with community members to make events like Wheels of Italy happen.
35. Mayor Blonigan also recognized Labor Day and the people that fought for those rights. He noted two properties that had solar panels installed on their houses and encouraged people to look at Robbinsdale's Energy Action Plan. He mentioned that he received two letters stating our Senator Ann Rest and our Representative Mike Freiberg both were selected as Minnesota Legislators of Distinction for 2023.

ADJOURNMENT

36. **Member Wagner MOVED, seconded by member Murphy to adjourn the meeting at 9:02 p.m. The vote was unanimous and the motion carried.**

Chase Peterson-Item, City Clerk

William A. Blonigan, Mayor



ROBBINSDALE PARKS, RECREATION & FORESTRY COMMISSION

Tuesday, May 23, 2023 Minutes
Robbinsdale City Hall

The Parks, Recreation, and Forestry Commission is an advisory commission to the City Council on matters relating to the City's parks system, recreation programs, and forestry activities.

- 1) Commission Meeting Called to Order at 7:03 pm by Chair Sussman
Present: Denise Beck, Damien Rochon-Washington, Michelle Vaith, Melissa Markfort, Danny Sussman, Nicholas Erdos-Thayer
Excused: Jennifer Hill
Others: Ryan Parks, Recreation Services Manager
- 2) Approval of Regular Meeting Minutes: Markfort moved, seconded by Erdos-Thayer to approve the April 25, 2023 regular meeting minutes. Motion carried.
- 3) New Business
 - A)
 - Commissioner Sussman announced his resignation from the commission. He bought a place in Florida and will be spending a good part of the year down there. Commission members thanked Sussman for his advocacy and service for the City of Robbinsdale.
- 4) Old Business
 - A) Equity in Recreational Programming:
 - Parks gave an update on the community gardens. Both sites (3933 West Broadway and 3606 Lake Drive) are up and running. There are a few plots open at the West Broadway site. The city will continue to promote these openings.
 - B) Program Updates: Parks mentioned that summer program registrations are picking up with the school year nearing the end. Fall and winter 2023-24 program planning is concluding. The fall/winter newsletter will be mailed out to residents in mid-August.
 - C) Park Projects:
 - National Fitness Campaign fitness court: Parks gave a brief update on the National Fitness Campaign (NFC) fitness court. The City of Robbinsdale has been awarded preliminary eligibility for a \$50,000 grant to participate in the 2024 Blue Cross and Blue Shield of Minnesota Campaign. Parks added that now the city has to determine how to fund the rest of the project if we are to move forward with this.
 - The commission expressed their support for the fitness court after talking about adding accessible fitness equipment in our parks over the past 2+ years.
- 5) City Reports & Updates
 - A) Parks: The Parks department have been busy with field maintenance, repairing irrigation in parks, and finishing work on the trail at Sunset Park.
 - B) Recreation: Parks mentioned that they were in 2nd interviews for the Recreation Services – Administrative Support position. Hoping to have the new hire on by mid to late June. Parks added that they hired 14 seasonal staff that will work the summer camps and youth sports programs during the summer.
 - C) Forestry: No Forestry update this month. Parks stated that he forgot to reach out to the City Forester for an update.

6) General Communication

- The PRF Commission would like to table at the Lakeview Terrace Farmer's Market this summer to engage with the community. Parks said he would talk to Matt Bazyk, Community Engagement Coordinator, about getting them on the schedule.

7) Adjournment: Vaith moved, seconded by Markfort to adjourn the meeting at 7:36 pm. Motion carried.

Next meeting scheduled for **7:00 p.m. Tuesday, August 22, at Robbinsdale City Hall**

Ryan Parks, Recorder



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: September 19, 2023
RE: Robbinsdale Wine & Spirits' Monthly Financial Statements

Background:

Attached are the Robbinsdale Wine & Spirits' financial reports for the month of July 2023 prepared by the Finance department. The report includes monthly and year to date amounts for 2023 with comparable amounts to 2022.

Analysis:

Year to date sales are \$2,455,640, which is up \$28,773 from the prior year. Gross profit on sales is at \$666,677 compared with \$666,603 in 2022. Gross profit year to date is at 27%, which is a little lower than our target. Net income before transfers for the year is \$52,112, compared to a net income of \$76,608 in 2022.

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 July 2023.

Attachments:

1. Liquor July 23

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending July 31, 2023

			Year to Date			% Inc (Dec)
	Jul-2023	Jul-2022	2023	2022	Amount Difference	from Previous Year
Sales	404,031	404,427	2,455,640	2,426,867	28,773	1.2%
Less Customer Discounts	3,879	4,199	28,508	28,207	301	1.1%
Net Sales	400,152	400,228	2,427,132	2,398,660	28,472	1.2%
Cost of Sales	292,407	290,973	1,760,455	1,732,057	28,398	1.6%
Gross Profit	107,745	109,255	666,677	666,603	74	0.0%
Percent to Net Sales	27%	27%	27%	28%		
Operating Expenses:						
Personal Services	55,239	46,821	377,670	323,748	53,922	16.7%
Supplies & Repairs	1,634	1,707	11,674	10,941	733	6.7%
Other Charges & Services	20,745	21,953	147,018	140,250	6,768	4.8%
Rent		15,437	0	108,289	(108,289)	(100.0%)
Depreciation	11,178	1,042	78,246	7,294	70,952	972.7%
Other (Income) Expense	17	13	(43)	(527)	484	(91.8%)
Total	88,813	86,973	614,565	589,995	24,570	4.2%
Operating Income / (Loss)	18,932	22,282	52,112	76,608	(24,496)	(32.0%)
Percent to Net Sales	5%	6%	2%	3%		

	Current Month Analysis					
	Liquor	Wine	Beer	Misc	THC	Totals
Sales	161,858	60,501	165,483	11,355	955	400,152
Inventory of July 1	340,665	192,382	98,132	14,027	0	645,206
Purchases	92,348	27,451	113,963	4,948	800	239,510
Less Inventory of July 31	317,506	179,246	86,128	9,202	227	592,309
Cost of Sales	115,507	40,587	125,967	9,773	573	292,407
Gross Profit	46,351	19,914	39,516	1,582	382	107,745
Percent to Net Sales	29%	33%	24%	14%	40%	27%

City of Robbinsdale
Robbinsdale Wine & Spirits
Profit and Loss Statement From Operations
For Period Ending July 31, 2023

Sales / Cost of Sales Analysis

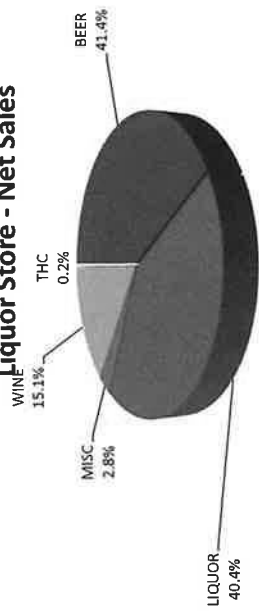
			Year to Date		% Inc (Dec) from Previous Year
	Jul-2023	Jul-2022	2023	2022	
Liquor Sales	161,858	159,522	1,011,901	985,536	2.7%
Liquor Cost of Sales	115,507	112,803	715,737	694,883	3.0%
Gross Profit	46,351	46,719	296,164	290,653	1.9%
Percent to Net Sales	29%	29%	29%	29%	
Wine Sales	60,501	63,008	410,942	424,443	(3.2%)
Wine Cost of Sales	40,587	42,229	277,723	280,879	(1.1%)
Gross Profit	19,914	20,779	133,219	143,564	(7.2%)
Percent to Net Sales	33%	33%	32%	34%	
Beer Sales	165,483	169,025	947,554	943,857	0.4%
Beer Cost of Sales	125,967	130,072	727,570	726,224	0.2%
Gross Profit	39,516	38,953	219,984	217,633	1.1%
Percent to Net Sales	24%	23%	23%	23%	
Misc Sales	11,355	8,673	55,780	44,824	24.4%
Misc Cost of Sales	9,773	5,869	38,852	30,071	29.2%
Gross Profit	1,582	2,804	16,928	14,753	14.7%
Percent to Net Sales	14%	32%	30%	33%	
THC Sales	955	0	955	0	
THC Cost of Sales	573	0	573	0	
Gross Profit	382	0	382	0	
Percent to Net Sales	40%		40%		
Total Sales	400,152	400,228	2,427,132	2,398,660	1.2%
Total Cost of Sales	292,407	290,973	1,760,455	1,732,057	1.6%
Gross Profit	107,745	109,255	666,677	666,603	0.0%
Percent to Net Sales	27%	27%	27%	28%	

Liquor Store Sales - 2022 and 2023

	<u>Jan 22</u>	<u>Jan 23</u>	<u>Feb 22</u>	<u>Feb 23</u>	<u>Mar 22</u>	<u>Mar 23</u>
Liquor	123,900.00	120,997.00	125,645.00	129,535.00	136,615.00	140,562.00
Wine	57,476.00	51,902.00	58,802.00	58,399.00	62,698.00	58,217.00
Beer	103,532.00	105,442.00	108,537.00	111,560.00	121,472.00	119,259.00
THC		-		-		-
Misc	4,854.00	5,147.00	4,878.00	5,664.00	5,265.00	5,807.00
	<u>289,762.00</u>	<u>283,488.00</u>	<u>297,862.00</u>	<u>305,158.00</u>	<u>326,050.00</u>	<u>323,845.00</u>
	<u>Apr 22</u>	<u>Apr 23</u>	<u>May 22</u>	<u>May 23</u>	<u>Jun 22</u>	<u>Jun 23</u>
Liquor	138,057.00	142,789.00	152,041.00	156,806.00	149,756.00	159,354.00
Wine	60,785.00	59,356.00	62,406.00	62,001.00	59,268.00	60,566.00
Beer	127,068.00	126,409.00	154,493.00	157,829.00	159,730.00	161,572.00
THC		-		-		-
Misc	5,885.00	6,733.00	7,309.00	10,038.00	7,960.00	11,036.00
	<u>331,795.00</u>	<u>335,287.00</u>	<u>376,249.00</u>	<u>386,674.00</u>	<u>376,714.00</u>	<u>392,528.00</u>
	<u>Jul 22</u>	<u>Jul 23</u>	<u>Aug 22</u>	<u>Aug 23</u>	<u>Sept 22</u>	<u>Sept 23</u>
Liquor	159,522.00	161,858.00	147,829.00	-	149,773.00	-
Wine	63,008.00	60,501.00	59,263.00	-	61,433.00	-
Beer	169,025.00	165,483.00	148,586.00	-	147,546.00	-
THC		955.00		-		-
Misc	8,673.00	11,355.00	7,171.00	-	7,275.00	-
	<u>400,228.00</u>	<u>400,152.00</u>	<u>362,849.00</u>	<u>-</u>	<u>366,027.00</u>	<u>-</u>

July 2023

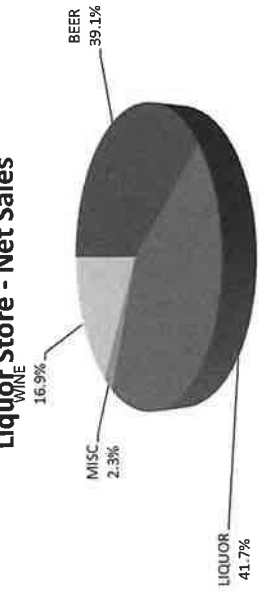
Liquor Store - Net Sales



July 2023	Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	41.4%
LIQUOR	6401.4761	40.4%
MISC	6401.4764	2.8%
WINE	6401.4762	15.1%
THC	6401.4766	0.2%
	955	
	400,152	

Yearly 2023

Liquor Store - Net Sales



Total 2023	Net Sales per Dept	% Net Sales of Total
BEER	6401.4763	39.0%
LIQUOR	6401.4761	41.7%
MISC	6401.4764	2.3%
WINE	6401.4762	16.9%
THC	6401.4766	0.0%
	955	
	2,427,132	



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Daaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: September 19, 2023
RE: Deputy Registrar's Monthly Financial Statements

Background:

Attached are the Deputy Registrar's financial reports for the month of July 2023 prepared by the Finance department. The reports include monthly and year to date amounts for 2023 with comparable amounts to 2022.

Analysis:

Year to date revenues are \$363,680 which is \$61,365 higher than the prior year. Expenditures were higher by \$8,636. There is a net gain before transfers of \$70,800 year to date, which is \$52,729 more than last year.

Passport revenue year to date increased \$19,215, (30.4%) and motor vehicle fees have decreased \$5,335, (-2.3%).

In July 2023, Deputy Registrar received a payment in the amount of \$46,502.12 for the Transportation Omnibus Bill.

Recommendation:

Approve a motion to acknowledge the Deputy Registrar's financial reports for the month of July 2023.

Attachments:

1. DEPS Jul 2023

City of Robbinsdale
Deputy Registrar
Profit and Loss Statement From Operations
For Period Ending July 31, 2023

	Jul-2023	Jul-2022	Year to Date		% Inc (Dec) from Previous Year
			2023	2022	
Notary Fees		-	55	35	57.1%
Motor Vehicle Fees	33,932	36,826	229,948	235,283	(2.3%)
Boat/Snow/ATV/ORV Fees	482	358	4,608	3,600	28.0%
Fish & Game Fees	8	9	110	65	69.2%
Passport Fees	13,109	8,160	82,399	63,184	30.4%
State Grants - Other	46,502		46,502	-	0.0%
Other Revenue	(502)	27	58	148	(60.8%)
Revenues	<u>93,531</u>	<u>45,380</u>	<u>363,680</u>	<u>302,315</u>	20.3%
Operating Expenses:					
Personal Services	35,463	33,520	227,616	227,404	0.1%
Supplies & Repairs	216	937	5,157	2,645	95.0%
Internal Serv Charges	7,275	6,633	50,922	46,431	9.7%
Other Charges & Services	2,205	926	7,160	7,731	(7.4%)
Other (Income) Expense			2,025	33	0.0%
Total	<u>45,159</u>	<u>42,016</u>	<u>292,880</u>	<u>284,244</u>	3.0%
Operating Income / (Loss)	<u>48,372</u>	<u>3,364</u>	<u>70,800</u>	<u>18,071</u>	
	52%	7%	19%	6%	



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: September 19, 2023
RE: Approval of Credit Card Charges and Payment

Background:

The City has issued credit cards to certain employees as designated by the City Manager. Credit card payments are made using the ACH payment method directly to the bank, no check is issued, and payment is required by a certain date to avoid finance charges.

Analysis:

The attached listings are the credit card payments made in the month of July 2023 representing charges for the period June 11, 2023 through July 10, 2023, for expenses for City operations.

Recommendation:

By motion approve the July 2023 payment for City credit card charges.

Attachments:

1. Jul 23 credit cards

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
06132023 113552	AMAZON CITY HALL COLORING SUPPLIES FOR LU Bjohnson18 1000-1030-6214.00000	06/13/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	5.98	0.00	Paid	Y 06/13/2023
06132023 113553	AMAZON PAPER CLIPS 7100-7105-6214.00000	06/13/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	8.29	0.00	Paid	Y 06/13/2023
06132023 113554	AMAZON CITY HALL PUZZLE BOARD - PER CHARN Bjohnson18 1000-1030-6214.00000	06/13/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	8.88	0.00	Paid	Y 06/13/2023
06142023 113555	AMAZON PAPER CLIP DISPENSERS - CITY HALL Bjohnson18 7100-7105-6214.00000	06/14/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	15.64	0.00	Paid	Y 06/14/2023
06152023 113556	GUY BROWN CITY HALL BANK BAGS 7100-7105-6214.00000	06/15/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	10.60	0.00	Paid	Y 06/15/2023
06152023 113557	GUY BROWN DMV BANK BAGS 6700-6705-6214.00000	06/15/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	10.60	0.00	Paid	Y 06/15/2023
06152023 113558	GUY BROWN LIQUOR BANK BAGS 6400-6405-6214.00000	06/15/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	10.60	0.00	Paid	Y 06/15/2023
06152023 113559	GUY BROWN BANK BAGS - PARK & REC 1000-1300-6214.00000	06/15/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	10.60	0.00	Paid	Y 06/15/2023
06252023 113561	AMAZON YARD SIGNS PARK & REC 1000-1325-6214.00000	06/25/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	45.99	0.00	Paid	Y 06/25/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Inv Ref#	Description	Entered By					
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
06282023	AMAZON	06/25/2023	08/10/2023	12.49	0.00	Paid	Y
113563	PARK & REC SUPPLIES	Bjohnson18					06/25/2023
	1000-1300-6214.00000	OPERATING SUPPLIES		12.49			
06282023	AMAZON	06/28/2023	08/10/2023	15.95	0.00	Paid	Y
113564	PARK & REC SUPPLIES	Bjohnson18					06/28/2023
	1000-1300-6214.00000	OPERATING SUPPLIES		15.95			
06282023	AMAZON	06/28/2023	08/10/2023	28.79	0.00	Paid	Y
113565	PARK & REC SUPPLIES	Bjohnson18					06/28/2023
	1000-1300-6214.00000	OPERATING SUPPLIES		28.79			
06282023	GUY BROWN	06/28/2023	08/10/2023	(3.19)	0.00	Paid	Y
113569	SALES TAX CHARGES REFUND/CREDIT ON	Bjohnson18					06/28/2023
	7100-7105-6214.00000	OPERATING SUPPLIES		(3.19)			
07012023	CRYSTAL CAR WASH	07/01/2023	08/10/2023	36.00	0.00	Paid	Y
113570	FIRE DEPT CAR WASHES	Bjohnson18					07/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		36.00			
07012023	CRYSTAL CAR WASH	07/01/2023	08/10/2023	590.00	0.00	Paid	Y
113571	POLICE DEPT CAR WASHES	Bjohnson18					07/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		590.00			
06302023	AMAZON	06/30/2023	08/10/2023	20.79	0.00	Paid	Y
113572	FORESTRY SUPPLIES -STEPHEN PAPIZ	Bjohnson18					06/30/2023
	1000-1370-6214.00000	OPERATING SUPPLIES		20.79			
06302023	AMAZON	06/30/2023	08/10/2023	11.99	0.00	Paid	Y
113573	RICHARD - PEN REFILLS	Bjohnson18					06/30/2023
	1000-1400-6214.00000	OPERATING SUPPLIES		11.99			
07012023	HOLIDAY CAR WASH	07/01/2023	08/10/2023	49.50	0.00	Paid	Y
113574	POLICE DEPT CAR WASHES	Bjohnson18					07/01/2023
	7000-7010-6336.00000	OTHER CONTRACTS		49.50			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
07042023 113575	AMAZON ADMIN OFFICE SUPPLIES - ANIMAL KEY Bjohnson18 1000-1030-6214.00000	07/04/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	5.49 5.49	0.00	Paid	Y 07/04/2023
07042023 113576	AMAZON ANIMAL KEY TAG RINGS 1000-1030-6214.00000	07/04/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	5.88 5.88	0.00	Paid	Y 07/04/2023
07042023 113577	AMAZON COMPOST BAGS 7100-7105-6214.00000	07/04/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	120.88 120.88	0.00	Paid	Y 07/04/2023
07082023 113578	AMAZON COMPOST BAGS OR COMMUNITY GARDEN 5010-5010-6234.00000-00200223	07/08/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	08/10/2023	120.89 120.89	0.00	Paid	Y 07/08/2023
06202023 113579	AMAZON HEAT SHRINK / HEAT TAPE 7000-7010-6234.00000	06/20/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	08/10/2023	77.82 77.82	0.00	Paid	Y 06/20/2023
06212023 113580	AMAZON LEAD & COPPER ZIP LOCK BAGS 6000-6020-6214.00000	06/21/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	20.50 20.50	0.00	Paid	Y 06/21/2023
06212023 113581	AMAZON SCREWS/LICENSE PLATES/BATTERY 7000-7010-6234.00000	06/21/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	08/10/2023	28.67 28.67	0.00	Paid	Y 06/21/2023
06212023 113582	AMAZON LIGHT BULBS 7100-7115-6214.00000	06/21/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	21.32 21.32	0.00	Paid	Y 06/21/2023
06242023 113583	AMAZON CAR PLAY STEREO - CREDIT/REFUND 7000-7010-6234.00000	06/24/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	08/10/2023	(66.99) (66.99)	0.00	Paid	Y 06/24/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
07022023 113584	AMAZON GEAR WRENCH/CHARGING STATION 7000-7010-6234.00000	07/02/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	08/10/2023	56.70	0.00	Paid	Y 07/02/2023
06122023 113585	UPS SHIPPING 6700-6705-6378.00000	06/12/2023 Bjohnson18 POSTAGE & SHIPPING	08/10/2023	23.64	0.00	Paid	Y 06/12/2023
06202023 113586	FULL SLATE APPOINTMENT SOFTWARE-DMV 6700-6705-6336.00000	06/20/2023 Bjohnson18 OTHER CONTRACTS	08/10/2023	49.95	0.00	Paid	Y 06/20/2023
06262023 113587	UPS SHIPPING 6700-6705-6378.00000	06/26/2023 Bjohnson18 POSTAGE & SHIPPING	08/10/2023	23.64	0.00	Paid	Y 06/26/2023
07032023 113588	UPS SHIPPING 6700-6705-6378.00000	07/03/2023 Bjohnson18 POSTAGE & SHIPPING	08/10/2023	7.88	0.00	Paid	Y 07/03/2023
06292023 113589	GFOA CERTIFICATE OF ACHIEVEMENT 1000-1050-6514.00000	06/29/2023 Bjohnson18 DUES & MEMBERSHIPS	08/10/2023	460.00	0.00	Paid	Y 06/29/2023
06232023 113590	FBI-LEEDA TRAINING 1000-1200-6512.00000	06/23/2023 Bjohnson18 CONFERENCE & SCHOOLS	08/10/2023	795.00	0.00	Paid	Y 06/23/2023
06132023 113591	SAMS CLUB CAMP SNACKS 1000-1330-6214.00000	06/13/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	36.58	0.00	Paid	Y 06/13/2023
07062023 113592	UPRINTING PET & WHEEL PARADE BANNER 1000-1305-6382.00000	07/06/2023 Bjohnson18 ADVERTISING / PROMOTIONS	08/10/2023	157.52	0.00	Paid	Y 07/06/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Inv Ref#	Description GL Distribution	Entered By					
Purchase Card Vendor: 100292 U. S. BANCORP							
06232023							
113593	RADISSON HOTEL	06/23/2023	08/10/2023	363.72	0.00	Paid	Y
	KIRTZ - LMC CONFERENCE HOTEL	Bjohnson18					06/23/2023
	1000-1005-6510.00000	MEETING / TRAVEL EXPENSE		363.72			
06232023							
113594	HOLIDAY INN DULUTH	06/23/2023	08/10/2023	317.98	0.00	Paid	Y
	AARON WAGNER LMC CONFERENCE	Bjohnson18					06/23/2023
	1000-1005-6510.00000	MEETING / TRAVEL EXPENSE		317.98			
06262023							
113595	NATIONAL LEAGUE OF CITIES	06/26/2023	08/10/2023	600.00	0.00	Paid	Y
	NLC - BILL BLONIGAN	Bjohnson18					06/26/2023
	1000-1005-6510.00000	MEETING / TRAVEL EXPENSE		600.00			
06282023							
113596	NATIONAL LEAGUE OF CITIES	06/28/2023	08/10/2023	515.00	0.00	Paid	Y
	NLC - MIA PARISIAN	Bjohnson18					06/28/2023
	1000-1005-6510.00000	MEETING / TRAVEL EXPENSE		515.00			
07072023							
113597	STORM	07/07/2023	08/10/2023	(838.95)	0.00	Paid	Y
	TRAINING REFUND	Bjohnson18					07/07/2023
	1000-1205-6512.00000	CONFERENCE & SCHOOLS		(838.95)			
06212023							
113598	HY-VEE INC	06/21/2023	08/10/2023	29.99	0.00	Paid	Y
	CAKE FOR GOING AWAY	Bjohnson18					06/21/2023
	1000-1200-6214.00000	OPERATING SUPPLIES		29.99			
06212023							
113599	ACTIVE 911	06/21/2023	08/10/2023	26.10	0.00	Paid	Y
	ADDITIONAL LICENSES FOR SUBSCRIPTI	Bjohnson18					06/21/2023
	1000-1200-6516.00000	SUBSCRIPTIONS & BOOKS		26.10			
06212023							
113600	JIMMY JOHNS	06/21/2023	08/10/2023	168.04	0.00	Paid	Y
	REFRESHMENTS FOR LUNCHEON	Bjohnson18					06/21/2023
	1000-1200-6214.00000	OPERATING SUPPLIES		168.04			
06232023							
113601	USPS	06/23/2023	08/10/2023	12.45	0.00	Paid	Y
	SHIPPING WATER SAMPLES	Bjohnson18					06/23/2023
	6000-6005-6378.00000	POSTAGE & SHIPPING		12.45			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
06292023							
113602	NORTHLAND FOOLS	06/29/2023	08/10/2023	262.36	0.00	Paid	Y
	FIRE TRAINING - HOEKSTRA	Bjohnson18					06/29/2023
	1000-1260-6512.00000	CONFERENCE & SCHOOLS		262.36			
07072023							
113603	NORTHLAND FOOLS	07/07/2023	08/10/2023	131.69	0.00	Paid	Y
	FIRE TRAINING - GOBERNATZ	Bjohnson18					07/07/2023
	1000-1260-6512.00000	CONFERENCE & SCHOOLS		131.69			
07052023							
113604	CERES MULCH	07/05/2023	08/10/2023	87.50	0.00	Paid	Y
	MULCH	Bjohnson18					07/05/2023
	1000-1569-6266.00000	SAND, GRAVEL AND WOOD CHIPS		87.50			
07032023							
113605	HOME DEPOT	07/03/2023	08/10/2023	898.00	0.00	Paid	Y
	PORTABLE AC UNIT	Bjohnson18					07/03/2023
	7000-7005-6214.00000	OPERATING SUPPLIES		898.00			
06212023							
113606	HOME DEPOT	06/21/2023	08/10/2023	51.64	0.00	Paid	Y
	VALUE BOX	Bjohnson18					06/21/2023
	1000-1569-6214.00000	OPERATING SUPPLIES		51.64			
06122023							
113607	MENARDS	06/12/2023	08/10/2023	27.96	0.00	Paid	Y
	AIR FILTER	Bjohnson18					06/12/2023
	6000-6020-6214.00000	OPERATING SUPPLIES		27.96			
06122023							
113608	MENARDS	06/12/2023	08/10/2023	153.78	0.00	Paid	Y
	AIR FILTERS	Bjohnson18					06/12/2023
	6000-6020-6214.00000	OPERATING SUPPLIES		153.78			
06132023							
113609	HASSAN SAND & GRAVEL	06/13/2023	08/10/2023	237.00	0.00	Paid	Y
	TOP SOIL	Bjohnson18					06/13/2023
	1000-1573-6214.00000	OPERATING SUPPLIES		237.00			
06132023							
113610	HASSAN SAND & GRAVEL	06/13/2023	08/10/2023	237.00	0.00	Paid	Y
	TOP SOIL	Bjohnson18					06/13/2023
	1000-1573-6214.00000	OPERATING SUPPLIES		237.00			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Purchase Card Vendor: 100292 U. S. BANCORP							
06132023 113611	HASSAN SAND & GRAVEL TOP SOIL 1000-1573-6214.00000	06/13/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	237.00 237.00	0.00	Paid	Y 06/13/2023
07062023 113612	CERES MULCH NATURAL PSM 1000-1569-6266.00000	07/06/2023 Bjohnson18 SAND, GRAVEL AND WOOD CHIPS	08/10/2023	175.00 175.00	0.00	Paid	Y 07/06/2023
07062023 113613	CERES MULCH NATURAL PSM 1000-1569-6266.00000	07/06/2023 Bjohnson18 SAND, GRAVEL AND WOOD CHIPS	08/10/2023	175.00 175.00	0.00	Paid	Y 07/06/2023
06122023 113614	AMAZON AIR FILTERS 6000-6020-6214.00000	06/12/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	210.24 210.24	0.00	Paid	Y 06/12/2023
06302023 113615	AMAZON LONG BRASS NIPPLE PIPE 1000-1605-6214.00000	06/30/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	29.89 29.89	0.00	Paid	Y 06/30/2023
06192023 113616	AMAZON GALAXY CELL PHONE CASE 7100-7110-6214.00000	06/19/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	31.99 31.99	0.00	Paid	Y 06/19/2023
06252023 113617	AMAZON DOCUMENT SCANNER 7100-7110-6234.00000	06/25/2023 Bjohnson18 EQUIPMENT PARTS & SUPPLIES	08/10/2023	376.60 376.60	0.00	Paid	Y 06/25/2023
06252023 113618	AMAZON WIRELESS DISPLAY ADAPTER HDMI CABL 1000-1370-6214.00000	06/25/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	142.98 142.98	0.00	Paid	Y 06/25/2023
06292023 113619	AMAZON MONITOR STANDS 7100-7110-6214.00000	06/29/2023 Bjohnson18 OPERATING SUPPLIES	08/10/2023	36.99 36.99	0.00	Paid	Y 06/29/2023

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
 EXP CHECK RUN DATES 07/24/2023 - 07/24/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 VENDOR CODE: CC VENDOR - CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Purchase Card Vendor: 100292 U. S. BANCORP							
07022023							
113620	AMAZON	07/02/2023	08/10/2023	490.74	0.00	Paid	Y
	MONITORS	Bjohnson18					07/02/2023
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		490.74			
07072023							
113621	AMAZON	07/07/2023	08/10/2023	68.97	0.00	Paid	Y
	WIRELESS MOUSE	Bjohnson18					07/07/2023
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		68.97			
07092023							
113622	AMAZON	07/09/2023	08/10/2023	39.99	0.00	Paid	Y
	REPLACEMENT ROLLERS FOR SCANNER	Bjohnson18					07/09/2023
	7100-7110-6234.00000	EQUIPMENT PARTS & SUPPLIES		39.99			
06292023							
113624	BRAVO PROTECTION PRODUCTS	06/29/2023	08/10/2023	395.00	0.00	Paid	Y
	WINDOW TINT SQUAD 803	Bjohnson18					06/29/2023
	7000-7010-6340.00000	REPAIR & MAINTENANCE		395.00			
06222023							
113625	ITURNER NETWORKS CORP	06/22/2023	08/10/2023	33.41	0.00	Paid	Y
	ANTENNA FOR CAMERA TRAILER	Bjohnson18					06/22/2023
	1000-1200-6214.00000	OPERATING SUPPLIES		33.41			
Total Purchase Card Vendor: 100292 U. S. BANCORP				14,202.20	0.00		
# of Invoices:	74	# Due:	0	Totals:	15,111.33	0.00	
# of Credit Memos:	3	# Due:	0	Totals:	(909.13)	0.00	
Net of Invoices and Credit Memos:				14,202.20	0.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
---	TOTALS BY FUND ---						
	GL Distribution						
	1000 - GENERAL FUND			10,120.76	0.00		
	5010 - PARK CAPITAL IMPROVEMENTS			120.89	0.00		
	6000 - WATER			477.08	0.00		
	6100 - SANITARY SEWER			52.15	0.00		
	6400 - LIQUOR OPERATIONS			32.09	0.00		
	6700 - DEPUTY REGISTRAR			115.71	0.00		
	7000 - CENTRAL GARAGE			2,064.70	0.00		
	7100 - CENTRAL SERVICES			1,218.82	0.00		
---	TOTALS BY DEPT/ACTIVITY ---						
	1005 - LEGISLATIVE			1,796.70	0.00		
	1030 - ADMINISTRATIVE SERVICES			26.23	0.00		
	1050 - FINANCIAL SERVICES			460.00	0.00		
	1200 - POLICE SUPPORT SERVICES			4,355.05	0.00		
	1205 - PATROL SERVICES			(838.95)	0.00		
	1260 - FIRE PREVENTION / SUPPRESS			440.02	0.00		
	1300 - RECREATION ADMINISTRATION			67.83	0.00		
	1305 - COMMUNITY CENTER OPERATION			157.52	0.00		
	1325 - GENERAL PROGRAMS			45.99	0.00		
	1330 - YOUTH - CHILDREN PROGRAMS			36.58	0.00		
	1370 - FORESTRY			163.77	0.00		
	1380 - CITY BAND			2,168.00	0.00		
	1400 - ENGINEERING SERVICES			11.99	0.00		
	1569 - PARKS TURF MAINTENANCE			489.14	0.00		
	1573 - PARKS TRAILS MAINTENANCE			711.00	0.00		
	1605 - STREETSCAPE			29.89	0.00		
	5010 - PARK CAPITAL IMPROVEMENTS			120.89	0.00		
	6005 - WATER UTILITY ADMINISTRATION			64.60	0.00		
	6020 - WATER UTILITY WELL & PLANT			412.48	0.00		
	6105 - SANITARY SEWER ADMINISTRATION			52.15	0.00		
	6405 - LIQUOR OPERATIONS			32.09	0.00		
	6705 - LICENSE CENTER OPERATIONS			115.71	0.00		
	7005 - CG BUILDING OPERATIONS			898.00	0.00		
	7010 - CG VEHICLE MAINTENANCE			1,166.70	0.00		
	7105 - CS GENERAL OFFICE			152.22	0.00		
	7110 - CS INFORMATION TECHNOLOGY			1,045.28	0.00		
	7115 - CS GOVERNMENT BUILDINGS			21.32	0.00		
---	TOTALS BY PAYMENT CARD ACCOUNT ---						
	0084			406.50			
	0337			460.00			
	0731			1,142.64			

INVOICE REGISTER REPORT FOR CITY OF ROBBINSDALE
EXP CHECK RUN DATES 07/24/2023 - 07/24/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
VENDOR CODE: CC VENDOR ~ CHECK TYPE: EFT

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	1219			194.10			
	1326			(838.95)			
	1568			1,796.70			
	2743			795.00			
	3103			45.97			
	4364			224.13			
	5111			105.11			
	6719			3,302.51			
	6734			2,168.00			
	6932			138.02			
	8046			104.30			
	8415			697.52			
	8424			3,010.75			
	8631			428.41			
	8661			21.49			



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: September 19, 2023
RE: Scheduling the date for the Truth-in-Taxation Budget Meeting

Background:

The Truth-in-Taxation Law requires the Council to notify the County Auditor of the date of the meeting at which the budget and levy will be discussed and allow the public to comment. The meeting for public comment no longer needs to be separate from a regular council meeting and there is no requirement for a reconvened hearing. The County must receive this information no later than September 30, 2023. The date, time and place of the meeting will be printed on the individual property tax statement for the proposed property tax for 2024. The City may insert a flyer with the tax notices on the 2024 budget.

A brief work session will be held at the end of the regular meeting to review the draft text for this insert.

Analysis:

Cities are required to hold a public meeting on the proposed budget after November 24 and no later than December 28, at which the public is allowed to comment on the 2024 budget and tax levy. The staff recommends scheduling a public input opportunity and the adoption of the final tax levy for consideration at the Council meeting scheduled for December 5, 2023. The final tax levies to the County Auditor must be certified before December 30, 2023.

Recommendation:

By motion, waive the reading and order the adoption of the resolution scheduling the date of the Truth-in-Taxation Budget Meeting for the 2024 Budget and Property Tax Levy for December 5, 2023.

Attachments:

1. Resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be adopted this 19th day of September 2023.

RESOLUTION NO. _____
A RESOLUTION SCHEDULING THE DATE FOR THE TRUTH-IN-TAXATION
BUDGET MEETING FOR THE 2024 BUDGET AND PROPERTY TAX LEVY

WHEREAS, Minnesota Statutes requires a Truth-in-Taxation budget meeting be held on the proposed budget and proposed tax levy; and

WHEREAS, the City has to designate the place, time and date of a council meeting that will include discussion of the City budget and allow the public to comment; and

WHEREAS, the date chosen by the City can be a regularly scheduled City Council meeting;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA THAT: The Truth-in-Taxation budget meeting on the 2024 proposed budget and tax levy be held at the Robbinsdale City Hall in the Council Chambers at 4100 Lakeview Avenue North, Robbinsdale, Minnesota on the following date:

Budget Meeting:	December 5, 2023	7:00 P.M.
-----------------	------------------	-----------

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 19TH DAY OF SEPTEMBER 2023.

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: September 19, 2023
RE: Amendment of the 2024 Budget Calendar

Background:

On April 4, 2023, the City Council approved the budget calendar, designating December 19, 2024, as the date for the certification of the final property tax levy.

Analysis:

The staff recommends advancing the final property tax levy date to December 5, as opposed to December 19, to allow for better preparation for the 2024 staff requirements and other contractual considerations.

Recommendation:

By motion to adopt the Budget Calendar with an amendment designating December 5, 2023, as the date for the final property tax levy.

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: September 19, 2023
RE: Hy-Vee Movie Night

Background:

Hy-Vee, 3505 Bottineau Blvd, submitted a short notice event application for a movie night on their parking lot. The movie was planned to be shown on the north facing side of the building. The event was Saturday, September 16, 2023 from 7:00 p.m. until 10:00 p.m. No street closures were requested.

The Public Works Director/City Engineer approved the application noting that no road closures were proposed, and there must be well-delineated separation and careful control between moving vehicles and pedestrians/attendees. All litter was to be cleared after the event.

The Fire Marshal, Fire Chief and Police Chief approved with the following conditions: maintain emergency vehicle access at all times and must ensure traffic coming in/out was separate from those watching the movie. The Police Chief did not require any extra police services.

There was no plan to prepare/serve food and/or beverages. No additional licensing would have been required, since they already have appropriate food and beverage licenses.

Analysis:

The City Manager administratively approved the event with the intent that Council would retroactively approve at this meeting.

Recommendation:

Retroactively approve the Hy-Vee, 3505 Bottineau Blvd, movie night on their parking lot on Saturday, September 16, 2023 from 7:00 p.m. until 10:00 p.m.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Matt Bazyk, Recreation Services Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: September 19, 2023
RE: Memorial Bench Donation

Background:

Ann Tranvik would like to donate a bench in honor of Barb Conrad. Barb is a long-term resident of Robbinsdale and lives near the East Side of Crystal Lake. She has been active in the community for decades and has worked in District 281 ECFE for 20 plus years. The location of the bench will be at Sunset Park, as there is already an existing pad there. Sunset Park also happens to be one of Barb's favorite spots to watch sunsets.

Analysis:

Memorial bench will be paid for and donated by Ann Tranvik.

Recommendation:

Accept a donation from Ann Tranvik for a memorial bench in Sunset Park.

Attachments:

None



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: September 19, 2023
RE: Approval of Licenses

Background:

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

Analysis:

Not applicable.

Recommendation:

By motion, approve issuance of licenses dated 9/19/2023.

Attachments:

1. Licenses

Contractor Licenses for Council Approval

09/14/2023

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
RON THE SEWER RAT, INC	Mechanical Contractor	\$50.00
RON THE SEWER RAT, INC	Plumbing Contractor	\$50.00

Number of Licenses Requesting Council Approval:

2

BUSINESS LICENSES FOR COUNCIL APPROVAL

09/12/2023

License Type	Applicant	License Fee
Tree/Lawn Fertilizer	GREAT RIVER TREE CARE, LLC	50.00



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: September 19, 2023
RE: Gathering Community Church Event

Background:

On September 7, 2023, staff received an event application from The Gathering Community Church, 3620 43rd Avenue North, formerly Olivet United Methodist Church. In recognition of their one year anniversary, a celebration event was planned for Sunday, September 17, 2023, 12:00 noon until 3:00 p.m., on their parking lot.

Analysis:

Plans included classic cars, lawn games, recorded music and 2 food trucks. The church requested for the 2 food trucks to park on the street. City code does allow food trucks in this setting, but cannot be parked in the ROW (right-of-way), so must use off-street parking, such as the church parking lot. This was communicated to the event planners. As of the finalization of this memo at noon on Friday, September 15, 2023, only one food truck had submitted the paperwork. Staff will ensure the food trucks are appropriately licensed and license fees collected. Since the application was not received in a timely manner for Council approval prior to the event, staff administratively approved.

Recommendation:

Retroactively approve The Gathering Community Church, 3620 43rd Avenue North, event application that was submitted on September 7, 2023, for a one-year anniversary celebration on Sunday, September 17, 2023, 12:00 noon until 3:00 p.m., with staff conditions.

Attachments:

None



City of Robbinsdale

TO: Mayor and City Council

PREPARED BY: Rick Pearson, Community Development Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: September 19, 2023

RE: Minnesota Assistance Council for Veterans 4628 41st Ave. N.

- Conditional Use Permit C23-1 for multiple family units.
- Variance V23-1 to reduce parking, lot and unit area requirements.
- Conditional Use Permit C23-3 for off-site parking.

Background:

Jon Lovald on behalf of the Minnesota Assistance Council for Veterans (MACV) has requested various approvals needed to remodel the former Robin Hotel located at 4628 41st Ave. N. The non-conforming 21 sleeping room hotel is being converted to 4 apartments and 11 sleeping rooms. The Planning Commission conducted public hearings starting on January 19 and continued them all until August 17. The minutes to the meeting are provided as **Attachment 1**.

Analysis:

The staff reports prepared for the requests are provided in **Attachment 2**. The plan has had many revisions and challenges unforeseen by MACV have been addressed. The significant issues regarding the remodeling and change in use:

- The building and property has long been considered legal non-conforming as a hotel with 21 single occupancy sleeping rooms. The structure dates back to 1900 and was moved to the current site from 4088 Hubbard in 1958.
- The code requires that changes in use require the building and site be brought into compliance. Thus, the main floor with 11 sleeping rooms is being converted to 4 one-bedroom apartments, triggering the conditional use permit requirement in the B-3 Highway Commercial zoning district.
- The property has insufficient space to satisfy the off-street parking requirement, which has resulted in a variance request to reduce (but not waive) required parking; lot area and useable open space requirements and one bedroom apartment unit size.

At the various public hearings, concerns were presented in the form of emails and a letter from Mary Dougherty on behalf of the Church of the Sacred Heart (**Attachment 3**). Their concerns were primarily concerned with resident behavior and parking impacts on Hubbard Ave. N. There were rumors about the make-up of the tenants that were unfounded. However, it is true that some of the tenants will have criminal histories and have had difficulty getting housing.

Ultimately, on-street parking was banned on Hubbard Ave. N. as a result of congestion with

turning movements of fire apparatus, busses and other vehicles at the intersection and the Public Safety Building Fire Department driveway.

The insufficient parking issue has been addressed from multiple approaches:

- Approximately 850 sq. ft. has been licensed for MACV parking and dumpster enclosure use from the Robbinsdale Economic Development Authority (REDA) owner of the adjacent Broadway Court property for four parking spaces on the MACV site.
- Seven parking spaces have been leased from the Hennepin County Regional Rail Authority behind the Hubbard Marketplace.
- It is expected that at least half of the tenants do not own vehicles. They have very low incomes and may not be able to afford them. As a result, staff feels that a variance can be granted reducing the parking requirement to an amount that seems realistic based upon the financial limitations of the tenants.

On August 17, the Planning Commissioners were satisfied with the latest site plan revisions and unanimously (of those present) adopted a motion to recommend approval of the conditional use permits and variances.

Recommendation:

Motion to waive the reading and adopt the resolution shown in **ATTACHMENT 4 APPROVING VARIANCE REQUEST V23-3 TO REDUCE ONSITE PARKING, LOT AREA, USESABLE OPENS SPACE AND APARTMENT SQUARE FOOTAGE, CONDITIONAL USE PERMIT REQUESTs C23-1 FOR MULTIPLE FAMILY USE AND C23-3 FOR OFF-SITE PARKING AT 4628 41ST AVENUE NORTH FOR THE MINNESOTA ASSISTANCE COUNCIL FOR VETERANS**

Attachments:

1. Planning Commission minutes
2. Planning Commission staff reports
3. Church of the Sacred Heart Concerns
4. Resolution
5. Site Plan

EXCERPT OF PLANNING COMMISSION MEETING MINUTES AUGUST 17, 2023

CONTINUED PUBLIC HEARING:

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

Variance Request V23-1 for: Reduction of required parking; reduction of required minimum floor space for multiple family units; reduction of required lot area for the combined number of hotel and multiple family units, and Conditional Use Permit C23-3 for off-site parking at 4628 41st Ave N as requested by the Minnesota Assistance Council for Veterans

5. **MOTION** by Commissioner Montemayor, seconded by Commissioner Harris to re-open the public hearing.
The vote was 3-0 and the motion carried. (Allen, Ralston Aoki absent)
6. Pearson presented the updated staff report. Noted that no one from MACV was in the audience. Reviewed the history of the site. Reviewed the permits and variances applied for by MACV. Changes to the plan since January include reducing the number of apartments from 5 to 4 on the first floor and 4 parking spaces; EDA supports licensing some land at Broadway Court to MACV for additional parking; amenities are located in the basement. Reduction of 15 to 11 parking spaces. Majority of tenants not expected to own cars. To be clear, if parking goes away, the MACV will have to come up with another parking plan. Reviewed the seven recommended conditions. The Nuisance Ordinance will be in full effect.
7. No one from the audience addressed this agenda item.
8. **MOTION** by Commissioner Harris, seconded by Commissioner Montemayor to close the public hearing.
The vote was 3-0 and the motion carried (Allen, Ralston Aoki absent)
9. **MOTION** by Commissioner Harris, seconded by Commissioner Montemayor to recommend to the City Council approve conditional use permit C23-2 for multiple family use and variance request V23-1 for 4628 41st Ave. N. to reduce parking requirements, lot area, useable open space and apartment square footage based upon the following findings of fact:
 - a. That the re-use of the property is consistent with the mixed-use area in the Comprehensive Plan;
 - b. That the re-use of the property provides housing for very-low income veterans, some of whom have been homeless;
 - c. That the re-use of the property is a reduction of density in a building originally constructed in 1900 and moved to its current location in 1958;

- d. That Hennepin County bears responsibility for acquiring the property with all of its deficiencies and should be expected to assist or contribute to the creation of realistic and functional solutions to issues caused by the site's non-conformities;
- e. That the off-site parking secured by the Minnesota Assistance Council for Veterans is not sufficient for all of the tenants; but it is expected that not all tenants will have vehicles;

And with the following conditions:

- 1. That any parking congestion created by tenants resulting from insufficient parking affecting private or public parking will be treated as a violation of the conditional use permit;
- 2. That loss of off-site parking leased or licensed from other property owners or agencies will cause the use to be discontinued per Section 510.17, Subd. 4(b) unless the owner (MACV) is able to secure replacement off-site parking;
- 3. That the remodeled building shall comply with all applicable building and fire codes including (but not limited to):
 - a. Install Fire Suppression Sprinkler System;
 - b. Upgrade and update Fire Alarm System;
 - c. Construct a fire rated exit corridor in one of the stair wells;
- 4. That the remodeled building and the site shall comply with the Americans with Disabilities Act (ADA);
- 5. That the parking areas shall be paved, striped and include concrete curb and gutter and landscaped as shown in the revised site plan. The landscaping and parking areas shall be maintained by the MACV.
- 6. That building permits are required; and
- 7. That the property, its owner and its tenants are subject to all aspects of the nuisance ordinance and the property maintenance code.

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

- 10. Pearson announced that this item would go before the City Council on September 5 or September 19, 2023.

EXCERPT OF PLANNING COMMISSION MEETING MINUTES OF JULY 20, 2023

CONTINUED PUBLIC HEARING:

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

Variance Request V23-1 for: Reduction of required parking; reduction of
required minimum floor space for multiple family units; reduction of required lot
area for the combined number of hotel and multiple family units, and
Conditional Use Permit C23-3 for off-site parking at 4628 41st Ave N as
requested by the Minnesota Assistance Council for Veterans

5. **MOTION** by Commissioner Harris, seconded by Commissioner Montemayor to re-open the public hearing.
The vote was 3-0 and the motion carried. (Allen, Ralston Aoki absent)
6. Pearson presented the staff report. Reviewed the latest site plan submitted by MACV. No one from MACV was present. Staff is recommending continuing the public hearing to August 17, 2023.
7. **MOTION** by Commissioner Montemayor, seconded by Commissioner Harris to continue the public hearing and table action regarding the conditional use permits and variance request for 4628 42nd Ave N until August 17, 2023 at 7:00 pm.
The vote was 3-0 and the motion carried. (Allen, Ralston Aoki absent)

EXCERPT OF THE PLANNING COMMISSION MEETING MINUTES JUNE 15, 2023

CONTINUED PUBLIC HEARING:

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

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

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

Commissioner Ralston Aoki arrived at 7:05

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

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

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

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

EXCERPT OF PLANNING COMMISSION MEETING MINUTES OF MAY 18, 2023

CONTINUED PUBLIC HEARING:

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

Variance Request V23-1 for:

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

4. **MOTION** by Commissioner Harris, seconded by Commissioner Allen to re-open the public hearing. **The vote was 4-0 and the motion carried. (Ralston Aoki absent)**
5. Pearson presented the staff report. Last month tabled these 2 requests. MACV provided lease from the Hennepin County Regional Railroad Authority providing at least 6 parking spaces. Provided overhead picture of area. New site plan presented showed 4 vehicles on Broadway Court property and 2 parallel spaces right behind the building. Need to revise the plan to solve conflicts with parking spaces underneath the fire escape, and the handicapped parking access space and the garbage enclosure. Remote off-site parking requires a conditional use permit. Recommending continuing the public hearing to June 15, 2023 at 7:00 p.m.
6. Commissioner Weinberg inquired as to the number of spaces, would staff be recommending approval of the conditional use permit with 13 spaces instead of 15 spaces. Pearson replied that the 13. Is close to the 15 required based upon the number of units. No additional spaces for staff or visitors are required.
7. Commission Harris asked if we are still waiting on info from MACV on how many residents need parking. Pearson replied that the only data from MACV was anecdotal at the January meeting.
8. Commissioner Weinberg inquired about variances for open spaces. Pearson replied that we did have a number of variances planned unit developments (PUD) so we could be flexible. Reduced open space has been offset by an increase in amenities. The site plan should show the amenities to the project.
9. **MOTION** by Commissioner Montemayor, seconded by Commissioner Harris to continue the public hearing and table action regarding the conditional use permit and variance requests for 4628 42nd Ave N until June 15, 2023 at 7:00 pm. **The vote was 4-0 and the motion carried. (Ralston Aoki absent)**

EXCERPT OF THE PLANNING COMMISSION MEETING MINUTES APRIL 20, 2023

CONTINUED PUBLIC HEARING:

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

And

Variance Request V23-1 for:

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

4. **Motion** by Commissioner Ralston Aoki, seconded by Commissioner Weinberg to open the public hearing.
The vote was 4-0 and the motion carried. (Allen absent)
5. Pearson presented a recap of the conditional use permit and the variance requests.
Reviewed existing parking spaces and proposed parking spaces to determine how many spaces will be needed. The EDA wants MACV to make a formal request for parking spaces at Broadway Court. Discussion continued on public parking available, income requirements of tenants, sleeping rooms versus one-bedroom apartments, feasibility of parking at Hubbard Marketplace.
6. **Motion** by Commissioner Montemayor, seconded by Commissioner Weinberg to re-open the public hearing.
The vote was 4-0 and the motion carried. (Allen absent)
7. **John Lovald, Minnesota Assistance Council for Veterans**
Thanked Mr. Pearson for all of his help with sketches.
Presented a memo from Hennepin Council Regional Railroad Authority authorizing the Metropolitan Council to enter into a sublease with MACV stating the conditions of the sublease. Presented a photograph of six parking spaces to be leased at Hubbard Marketplace for 5 years with two renewable options every 5 years totaling 15 years. Will provide insurance coverage and signage for parking spaces.
8. Pearson reviewed the proposed spaces on the site plan for maneuvering, dimensions of spaces, aisle space. Variances and CUPs run with the land, if the property is ever sold. Low income levels of projected tenants means some can't afford cars, but things could change in the future.
9. Discussion continued on the number of parking spaces needed, how the EDA will respond to a formal request for parking, looked at various ideas for the property.

10. **MOTION** by Commissioner Weinberg, seconded by Commissioner Montemayor to continue the public hearing and table action regarding the conditional use permit and variance requests for 4628 42nd Ave N until May 18, 2023 at 7:00 pm. **The vote was 4-0 and the motion carried. (Allen absent)**

EXCERPT OF PLANNING COMMISSION MEETING MINUTES OF MARCH 16, 2023

CONTINUED PUBLIC HEARING:

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

And

Variance Request V23-1 for:

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

6. Pearson presented a recap of the conditional use permit and the variance requests.
7. **Jon Lovald, 27425 Blue Ridge Lane**
Spoke with the Met Council about leasing parking, but they are not going to make any decisions until the LRT project moves forward. The MACV is willing to waive the 60-day review law. They are willing to take the time to get this project done right, to put this building to use to support veterans. He talked about other examples in other cities.
8. Commissioner Weinberg asked about a potential lawsuit from tenants who have cars. **Mr. Lovald** held out the property at Powderhorn building that has very little parking. Tenants' responsibility to park their cars legally – licensed and registered vehicles.
9. **Sara Riegel, Vice President of Property Operations:**
She noted that Hennepin County would be amendable to reducing building density. Provided statistics regarding residents data from the Homeless Veterans Registry used to track homeless veterans. There are 337 homeless veterans: 42% have mental health issues, 26% substance abuse issues and 24% involve justice issues. Any veteran with any of these concerns we serve. Any concerns about housing veterans in the community – we will consult the veteran's parole officer to evaluate how they would fit in this property before they are located here.
10. Commissioner Markfort asked about income requirements of the veterans to understand the viability of vehicle ownership. **Ms. Riegle** stated that there is no income restriction but no one will ever be more than 30% AMI, 98% veterans served are at or below poverty level.

Also noted that other tools have been used to keep housing affordable – specialized Section 8 vouchers, VA vouchers and VASH subsidies for veterans.

11. Commissioner Ralston Aoki asked if they have heard any response from Sacred Heart. **Ms. Riegel** stated no but she has made an attempt in the last 30 days.
12. **Mr. Lovald** noted that parking will be by staff members who will work an 8-hour day and there are many parking spaces in Robbinsdale that they can park.
13. Commissioner Ralston Aoki asked about the two different site plans.
14. **MOTION** by Commissioner Weinberg, seconded by Commissioner Markfort to continue the public hearing and table action regarding the conditional use permit and variance requests for 4628 42nd Ave N until the April 20, 2023 Planning Commission meeting.
The vote was 4-0 and the motion carried. (Allen absent)

EXCERPT OF PLANNING COMMISSION MEETING MINUTES OF FEBRUARY 16, 2023

#3A: CONTINUED PUBLIC HEARING:

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

**Variance Request V23-1 for a reduction of required parking; reduction of
required minimum floor space for multiple family units; reduction of required lot
area for the combined number of hotel and multiple family units at 4628 41st Ave
N as requested by the Minnesota Assistance Council for Veterans**

6. **MOTION** by Commissioner Weinberg, seconded by Commissioner Montemayor to OPEN the public hearing. **The vote was 4-0 and the motion carried. (Markfort absent)**
7. Pearson reviewed the staff report for the continuation of the public hearing. Reviewed concerns of the Fire Dept. for access in and out, turning radius, currently having problems. Hubbard Avenue is narrow. Reviewed parking requirements, restrictions for the property. Noted future redevelopment i.e. water tower replacement, possible civic campus. Explained the 60-day law. Reviewed survey from Hennepin County.
8. **MOTION** by Commissioner Montemayor, seconded by Commissioner Ralston Aoki to accept the letter received from Mary Daugherty, Business Manager, Sacred Heart Church and School. **The vote was 4-0 and the motion carried. (Markfort absent)**
9. Commissioner Weinberg opened the hearing to the public.
10. **Jon Lovald, 27425 Blue Ridge Lane, Shorewood.**
MACV employee, 25-year Army veteran, volunteer fire fighter.
Hennepin County asked the MACV take on this property. Agreed to take on the property for our veterans. We will do what the city wants us to do to meet the requirements of the variances.
11. Commissioner Allen asked if the MACV would consider eliminating parking for tenants, or only allowing tenants with no vehicles. **Mr. Lovald** stated they would consider having a minimum of parking or tenants with no cars. MACV is a team and we get it done.
12. Commissioner Allen then asked how long tenants would live in the sleeping rooms. **Mr. Lovald** replied that those in the transitional level it is 2 years or less. Average stay is 7 to 9 months up to 2 years. It is hoped that they can move up to apartments.

13. Commissioner Weinberg asked about tenants with criminal backgrounds referring to concerns state in the letter from Sacred Heart: Asking how common is that and does MACV deal with veterans with criminal backgrounds differently from other veterans. **Mr. Lovald** explained that each veteran is different and they (MACV) works with them individually. Some residents come directly out of incarceration. These residents are some of our best residents because they have no desire to go back. We have a very solid reputation of working with the Police and Fire Departments. Providing veterans with housing stability. We have been in the news a lot for good reasons.
14. Commissioner Montmeyer asked if MACV had statistics regarding tenants with criminal backgrounds or mental health issues.
14. Commissioner Rolston-Aoki thanked the MACV for the work that they do. Asked if MACV has a comparable property near a school that could provide a letter or testimony from someone near the property. **Mr. Lovald** stated that MACV has a property in St. Cloud. Will provide the address later. MACV has another 30-unit property across the street from a church.
15. **Sara Riegle, Vice President of Property Operations:**
Will provide statistics and locations of other MACV properties. Provided two brief examples of how they handle residents with issues. All properties have cameras to monitor traffic coming and going. Assured Robbinsdale citizens that MACV is well equipped with resources, personnel, and finances to respond to issues with residents.
16. Commissioner Weinberg asked if the church at the Powderhorn location has a program for MACV residents. **Ms. Riegle** replied that they did extensive outreach with Spanish speaking parishioners. Has attempted outreach to Sacred Heart Church. Community relations are very important to MACV. They can triage veterans with cars to other MACV locations.
17. Pearson noted that after speaking to the City Attorney, parking restrictions could be attached to the variances that the tenants would not have cars on the property.
18. **MOTION** by Commissioner Weinberg, seconded by Commissioner Ralston Aoki to table action regarding the conditional use permit and variance requests for 4628 42nd Ave N to Thursday, March 16, 2023 to provide additional time to explore alternatives for off-site parking.
The vote was 4-0 and the motion carried. (Markfort absent)

EXCERPT OF PLANNING COMMISSION MEETING MINUTES OF JANUARY 19, 2023

#6A: PUBLIC HEARING:

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

And

Variance Request V23-1 for:

Required parking: 17 on-site spaces are required and it appears only 4 are available;

Required minimum floor space: for the 5 one-bedroom, multiple family units;

Required lot area for the combined number of hotel and multiple family units;

at 4628 41st Ave N as requested by the Minnesota Assistance Council for Veterans

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

- 14 Pearson presented the staff report for multiple requests from the owners of the Robin Hotel, Minnesota Assistance Council for Veterans, at 4628 41st Ave N who want to remodel the property to provide affordable housing to homeless veterans. The building is 120 years old. The use is changing from a hotel to a combined hotel and multiple family housing. Explained how the use of the property is changing. Reviewed site plan. Reviewed the variance request and conditional use permit request. Explained the off-street parking requirements.elayed concerns of the fire and police departments regarding turning movements of vehicles entering and exiting the building. Presented aerial photograph of the area around the Robin Hotel. Reviewed possible solutions for parking arrangements. Recommending continuing this public hearing to obtain further information regarding this project

15. Commissioner Markfort opened the meeting for public comment.

Kurt Johnson, Metro Regional Director for the Minnesota Assistance Council for Veterans, 24865 113th St. NW, Zimmerman, MN

He stated their mission statement is to end homelessness of veterans in Minnesota. Provided statistics on their progress. Receiving state and federal legislative support to serve veterans. Provides support for veterans in housing, health care navigators, employment specialists, and legal services. Seeking to expand quality, stable housing for veterans while providing wrap around services including mental health services.

Sara Regal, Vice-President of Property Operations for MACV, 1607 Morning Side Ave, Stillwater, MN

16. Commissioner Markfort asked if there would be outdoor meeting space for residents. Ms. Regal replied that yes there will be interior meeting space was well. Plans to remodel kitchen, expand and finish the basement. Plan to add bathroom and laundry facility and small community room and office for staff. Will

also have designated smoking areas. Many cannot afford a vehicle. About 40% of those that do have a vehicle, actually, live in the vehicle.

The unit mix will allow MACV to move the client into immediate, safe, housing and move up to a larger unit later. Will serve primarily single adults at this location. Theoretically people could double up in the one bedrooms but unlikely. Will offer transitional apartments averaging a 10 months stay. No hard and fast timeline to vacate.

17. One of the commissioners inquired if there is a maximum parking distance requirement for off-site parking. Pearson stated that typically its 300 feet; The Council can grant a conditional use permit for use public ROW for a credit for required parking or the other option is a conditional use permit for off-site parking on private property. Pearson provided an example of a nearby barber shop and antique shop that have both.
18. **Theresa Gooley, 4901 Winstead St. N., Golden Valley, MN.**
Here on behalf of Sacred Heart. However, since the item has been continued to February 16, 2023. She will return then.
19. **MOTION** by Commissioner Weinberg, seconded by Commissioner Montemayor to continue the public hearing to February 16, 2023.
The vote was unanimous and the motion carried. (Ralston Aoki absent)

ADMINISTRATIVE STAFF REPORT

APPLICANT: Minnesota Assistance Council for Veterans
(MACV)
CASE NO: V23-1, C23-1, C23-3
ADDRESS: 4628 41st Ave. N.
PC DATE: August 17, 2023
APPLICATION DATE: December 19, 2022
PROCESSING DEADLINE: **V23-1, C23-1 Waived; C23-3 extended to
September 21.**

ACTION/REQUEST:

The Minnesota Assistance Council for Veterans (MACV) has applied for conditional use and variance requests for the remodeling of the former Robin Hotel at 4628 41st Ave. N. The Planning Commission has tabled every public hearing going back to January 19, 2023 for needed plan revisions and workable solutions to issues. The actions needed:

- Conditional use permit is needed because the first floor of the former Robin Hotel is being converted from eleven sleeping rooms to four apartments.
- Variances are needed because the concept plans do not comply with current standards for parking, lot area, useable open space and multiple family (1 bedroom apartments) unit size.
- A second conditional use permit is needed for off-site parking which will be accommodated on licensed land from the neighboring Broadway Court property and remote parking leased from the Hennepin County Regional Rail Authority.

The location is shown in **Attachments A & B.**

BACKGROUND/ANALYSIS:

This project originated with Hennepin County acquiring the property from the long term owner in November of 2022. The use of the property as a hotel with 21 single-occupancy sleeping rooms had been legal non-conforming. The building dates back to 1900, but it was moved to its current location in 1958.

Hennepin County offered the building to MACV for affordable housing without considering the practical aspects of providing parking or other solutions to other nonconforming aspects of the property. The city had attempted to acquire the property when land assembly for the Broadway Court site was underway some 20-25 years ago. The then-owner was uncooperative.

The MACV took on the property with assumptions the non-conforming issues would be minimized if not waived.

Site plan update

The architect on behalf of Jon Lovald and Sara Riegle of MACV has provided the latest plan modification included as **Attachment C:**

- The apartments on the first floor have been reduced from 5 to 4.
- The handicapped accessible apartment has an exclusive ramp that meets Americans with Disabilities Act (ADA) slope standards and “wraps” around the northwest corner of the building.
- The parking for four cars on the adjacent Broadway Court property meets dimensional requirements and conflicts with the dumpster enclosure have been eliminated.
- An amenity “commons yard” has been positioned among existing trees in the street-side yard along Hubbard Ave. N.
- The Fire Marshall notes that the building will be sprinkled and one of the stairwells will be enclosed by fire-rated walls.

Hubbard Ave. N.

The on-street parking on Hubbard Ave. N. has been removed to eliminate conflicts with turning movements for fire apparatus.

Parking

Parking is going to be split between the four spaces on the adjacent Broadway Court property and seven spaces shown on land leased from the Hennepin County Regional Rail Authority behind Hubbard Marketplace for a total of 11 spaces. The resulting parking requirement deficit is 3 spaces based upon one space per unit (11 single occupancy sleeping rooms and 4 one bedroom apartments). The typical parking requirement in the downtown area is one space per sleeping room and/or apartment. Therefore 15 spaces would be required. If only 40% of the tenants have vehicles, the actual parking needed for the site could be reduced from 15 to 6. There also needs to be parking for at least one staff person.

Staff is in support of a variance to off-street parking standards. Some of the anticipated tenants will not have cars and reducing the parking requirement makes sense. However, the challenge is to have a comfort level with the reduction. Ms. Riegle had previously indicated at approximately 40% of the veterans do have vehicles. It's a given that the persons who this building will cater to are in the lowest income strata which is 30% of the Average Median Income (AMI). HUD data puts that as \$26,100 annual income (or less) for one person.

RECAP, CORRECTIONS AND SUMMARY

Conditional use permit and variances

The property is in the B-3, Highway commercial zoning district. Hotels are a permitted use under the zoning, but the property does not conform to the zoning standards for hotels. Hotels require not less than 500 sq. ft. per (sleeping) unit. There is also one required parking space required per unit. The site is 6,370 sq. ft. in area which means that it is large enough for 12 units.

With the conversion of (presumably) 10 sleeping rooms into four one bedroom apartments, a conditional use permit is required for multiple family units which includes

conformance with minimum size requirements, useable open space and as before, off-street parking. A separate conditional use permit is required for the off-site parking.

Variances required:

- Reduction of required parking. 15 spaces are needed, one each for the 11 sleeping rooms and 4 one bedroom apartments. *The property as it currently is used has room for approximately 4 spaces (two tandem) which means it is deficient by 11 spaces. However, the spaces (on site) are not defined and almost any combination of the four spaces will not conform to dimensional standards, including necessary maneuvering space. The existing pavement encroaches onto the Broadway Court property. The parking deficiency will be ameliorated with the off-site parking arrangements with the Robbinsdale Economic Development Authority for space for four spaces and the Hennepin County Regional Rail Authority for 7 spaces behind Hubbard Marketplace (11 total). With the “borrowed” parking, the variance is for 4 spaces. If 40% of the tenants have vehicles, then 6 would be needed.*
- Minimum lot area per unit. The hotel use of the property requires 500 sq. ft. per sleeping room and the multiple family use requires 1,500 sq. ft. per unit. The required lot area for the combination of sleeping rooms and one bedroom apartments is 11,500 sq. ft. in area. That means there is a lot area deficit of 5,130 sq. ft. dwelling units.
- The building requirements for multiple family units specify a minimum of 520 sq. ft. per unit. The conceptual building plans now show the one bedroom units ranging in size from 340 sq. ft. to 500 sq. ft. in area. Eliminating one apartment enabled a fairly dramatic increase in size for the two larger units. The apartment concepts are like efficiencies without bedrooms being separate rooms with doors. Rather, closets create separation for sleeping spaces.
- The standards for useable open space per dwelling unit are not met. The zoning code specifies 150 to 300 sq. ft. of useable open space or building amenities for multiple family uses. The basement kitchen area, laundry and lawn areas provide some space, but is far below the standard. *Until recently, the existing use of the site “borrowed” green space from the Broadway Court property. Now, four parking spaces and the dumpster enclosure will borrow space from Broadway Court.*

Findings for Conditional uses

The Planning Commission shall make findings of fact regarding any adverse effects of the proposed conditional use and what additional requirements may be necessary to reduce such adverse effects. Its judgment shall be based upon, but not limited to, the following factors:

1. Consistency with the City Comprehensive Plan. *The property is in the mixed use land use area which allows for high density residential often mixed with commercial uses.*
2. The geographical area involved. High density residential uses are appropriate in and near the downtown area. *The Hubbard market Place transit hub is nearby to provide transit service to residents who do not own cars.*

3. Whether such use will cause deterioration of the area in which it is proposed. ***The housing is intended for very low income veterans and most do not have cars. For those that do have vehicles, there is now, remote parking available behind Hubbard Marketplace.***
4. The character of the surrounding area. ***The downtown are provides a variety of building types.***
5. The demonstrated need for such use. ***Preservation of housing for low-income veterans should satisfy a portion of the cities allocated need for affordable housing as projected by the Metropolitan Council.***
6. Whether the proposed use would cause odors, dust, flies, vermin, smoke, gas, noise or vibration, or would impose hazards to life or property in the neighborhood. ***The property has minimal space for recreation and or on-site amenities. Previously, there have been complaints about the tenants of Robin Hotel loitering outside and smoking. The MACV is expected to have some leverage over the behavior of their tenants. As well, the property will be subject to the Nuisance Ordinance.***
7. Whether such use would inherently lead to or encourage disturbing influences in the neighborhood. ***The Police have noted that all nuisance ordinances will be enforced and no criminal activity will be tolerated.***
8. Whether stored equipment or materials would be screened and whether there would be continuous operation within the visible range of surrounding residences. ***There will be no outside storage other than a dumpster enclosure for solid waste management.***

Findings for variances

Section 535.05. Variances and Appeals

Subdivision 2. Authority/variances. The City Council, acting as the board of appeals and adjustments, upon the receipt of the recommendation of the Planning Commission, shall have the authority to consider and grant variances to the provisions of this code, including the expansion of nonconformities subject to the following:

(a) variances shall only be granted;

(1) when the variance is in harmony with the purposes and intent of the code; ***Granting a variance to parking requirements will facilitate the housing of extremely low-income residents who cannot afford personal vehicles. Determining the right amount of parking is the challenge to ensure there is no parking pressure on local streets in the downtown area exasperating congestion*** and

(2) when the variance is consistent with the comprehensive plan. ***Providing high density low income housing is consistent with the housing element of the comprehensive plan, but parking congestion would create a nuisance.***

(b) as part of the determination of whether to grant a variance, the applicant may also be required to establish that there are practical difficulties in complying with this code. "Practical difficulties," as used in connection with the granting of a variance, means that:

(1) the property owner proposes to use the property in a reasonable manner not permitted by the code; ***The former use of the property as a hotel was***

considered legal non-conforming. That means the hotel use could continue and the property maintained, but it could not be increased in size or intensity. However, changing the use requires to property to be brought into conformance with current standards.

(2) the plight of the landowner is due to circumstances unique to the property and not created by the landowner; *The building was originally constructed in 1900 and located at 4088 Hubbard Ave. N. It was moved to its current site in approximately 1958;* and

(3) the variance, if granted, will not alter the essential character of the locality. *The variance to parking standards without a solution for the storage of vehicles exceeding the availability of space on the site will exasperate on-street parking congestion.*

The applicant has reduced density of their concept with the reduction of a one bedroom apartment and their plan reduces the density of the overall site. The site would have to be almost twice as large as it is to reasonably accommodate the aesthetic, recreational and vehicular storage needs generated by the use. Remodeling an existing building is generally more economical than new construction. New construction of housing affordable to very low income persons would need to be subsidized.

A key consideration for the off-site parking is a reminder that the use depends of the availability of the licensed or leased parking.

Section 510.17 Subd. 4 Off-site parking

(b) Any use which depends upon off-site parking to meet the requirements of this code shall maintain the minimum number of required parking spaces or cease operation and use until such time as there is full compliance with the requirements of this code.

RECOMMENDATION:

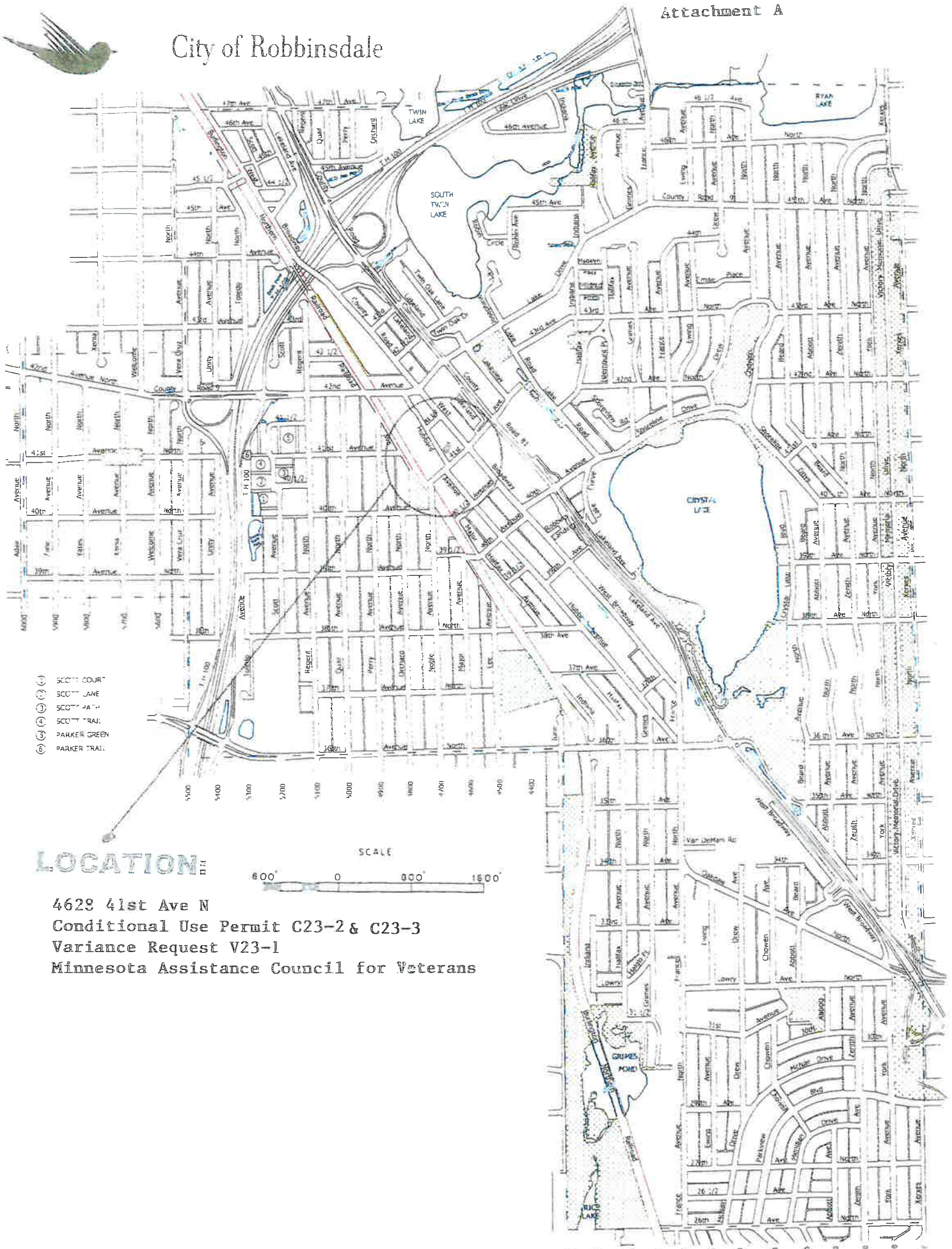
1. Hold the public hearing.

2a. Motion to adopt a recommendation to the City Council to approve conditional use permit C23-2 for multiple family use and variance request V23-1 for 4628 41st Ave. N. to reduce parking requirements, lot area, useable open space and apartment square footage based upon the following findings of fact:

- a. That the re-use of the property is consistent with the mixed-use area in the Comprehensive Plan;
- b. That the re-use of the property provides housing for very-low income veterans, some of whom have been homeless;
- c. That the re-use of the property is a reduction of density in a building originally constructed in 1900 and moved to its current location in 1958;
- d. That Hennepin County bears responsibility for acquiring the property with all of its deficiencies and should be expected to assist or contribute to the creation of realistic and functional solutions to issues caused by the site's non-conformities;

- e. That the off-site parking secured by the Minnesota Assistance Council for Veterans is not sufficient for all of the tenants; but it is expected that not all tenants will have vehicles;
And with the following conditions:
1. That any parking congestion created by tenants resulting from insufficient parking affecting private or public parking will be treated as a violation of the conditional use permit;
 2. That loss of off-site parking leased or licensed from other property owners or agencies will cause the use to be discontinued per Section 510.17, Subd. 4(b) unless the owner (MACV) is able to secure replacement off-site parking;
 3. That the remodeled building shall comply with all applicable building and fire codes including (but not limited to):
 - a. Install Fire Suppression Sprinkler System;
 - b. Upgrade and update Fire Alarm System;
 - c. Construct a fire rated exit corridor in one of the stair wells;
 4. That the remodeled building and the site shall comply with the Americans with Disabilities Act (ADA);
 5. That the parking areas shall be paved, striped and include concrete curb and gutter and landscaped as shown in the revised site plan. The landscaping and parking areas shall be maintained by the MACV.
 6. That building permits are required; and
 7. That the property, its owner and its tenants are subject to all aspects of the nuisance ordinance and the property maintenance code.

City of Robbinsdale





Buffer Size: 350

Map Comments:

4628 41st Ave N
Conditional Use Permit C23-2
Variance Request V23-1
Minnesota Assistance Council for
Veterans

0 50 100 200 Feet

This data (i) is furnished "AS IS" with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

For more information, contact Hennepin County GIS Office
300 6th Street South, Minneapolis, MN 55487 / gis.info@hennepin.us

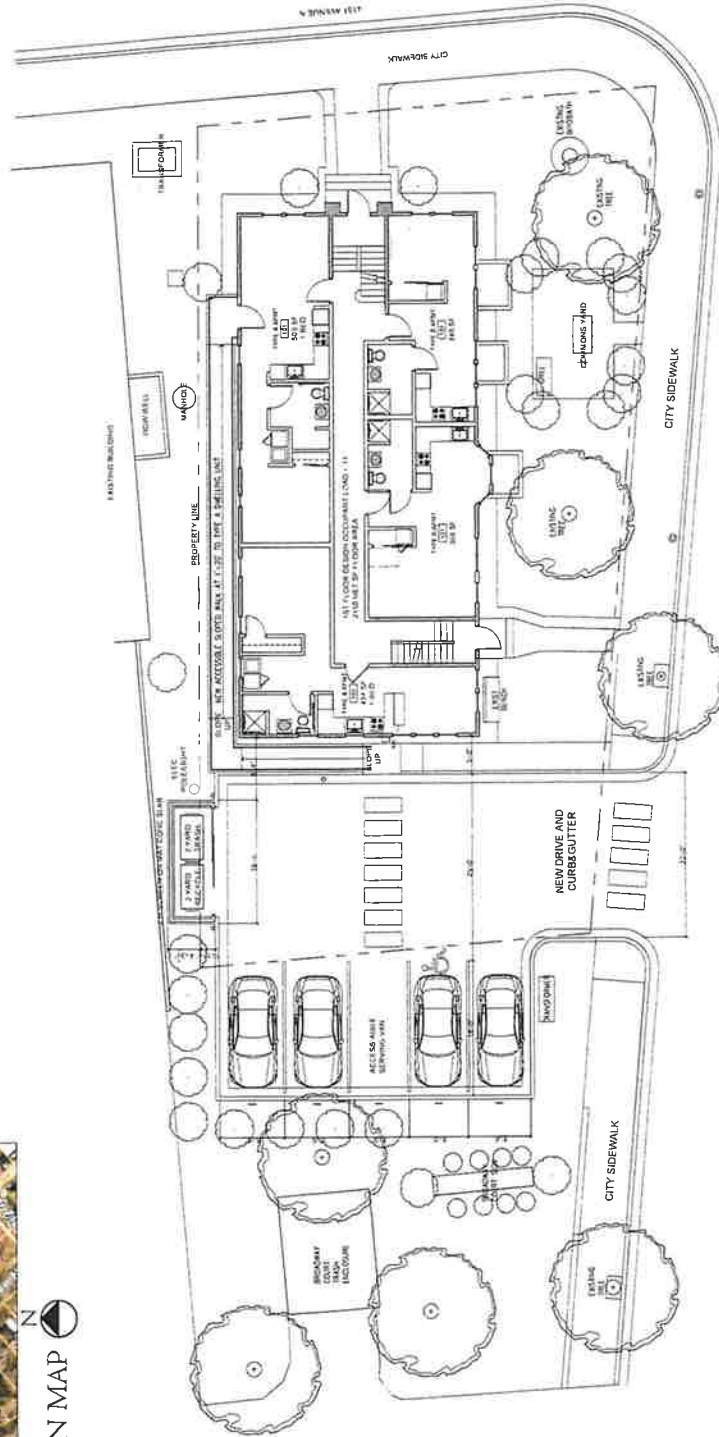


GENERAL BUILDING INFORMATION

[illegible]

SHEET INDEX

- | | |
|-------|-------------------------|
| A0.0A | SITE PLAN - OPTION A |
| A0.0B | SITE PLAN - OPTION B |
| A1.0 | BASEMENT LEVEL PLAN |
| A1.1 | FIRST FLOOR PLAN |
| A1.2 | SECOND FLOOR PLAN |
| A2.0 | FAST EXTERIOR ELEVATION |

PROJECT
SITE

SITE PLAN - OPTION B - (REMOVE FIRE ESCAPE)

	SEALF	1-80°	PAP ^a -m	22k6A	1-14°	PAP ^b -m	11x17-
(1)							

Property of Madden, Architects and may not be used in any way without the written consent of Madden Architects
©2022 Madden Architects, LLC

CW 11 R
MN Assistant Counsel for
Veteran
MAYN
1000 University Avenue W
Suite 10
Saint Paul MN 55104



MADDEN
ARCHITECTS

CONTRACTOR
Adam Staller
West Edge Investments
N 763-181-0009
Cell 1-800-777-7627

WILLIAM H. MADDOEN JR.
DATE: _____
CENTRAL INTELLIGENCE AGENCY

MACY DWELLING UNITS
4628 41ST AVENUE N
ROBINSDALE
MINNEAPOLIS, MN 55422

**SCHEMATIC
DESIGN**

PROJECT NUMBER 97

ATTACHMENT C

A.O.B



SECOND FLOOR PLAN

ADMINISTRATIVE STAFF REPORT

APPLICANT: Minnesota Assistance Council for Veterans
CASE NO: V23-1, C23-2, C23-3
ADDRESS: 4628 41st Ave. N.
PC DATE: June 15, 2023
APPLICATION DATE: December 19, 2022 (original); May 24, 2023
PROCESSING DEADLINE: **Original application waived, New application July 23**

ACTION/REQUEST:

On April 20, May 18 and June 15 2023 the Planning Commission tabled the conditional use and variance requests for the remodeling of the Robin Hotel.

- The conditional use permit is needed because the second floor of the former Robin Hotel is being converted from eleven sleeping rooms to four apartments.
- Variances are needed because the property has insufficient parking, inadequate lot area, useable open space and dimensional requirements for parking and multiple family unit size.
- The off-site parking arrangement with the Hennepin County Regional Rail Authority and the anticipated arrangement for use of Broadway Court land requires an additional conditional use permit that was given its public notice for this evening.

The location is shown in **Attachments A & B**.

BACKGROUND/ANALYSIS:

The most recent plans are provided as **Attachment C**.

The most recent site plan revisions provide alternate plans showing different configurations of the handicapped access ramp. The ramp has been lengthened to be compliant with the appropriate slope required by the Americans with Disabilities (ADA). That necessary change almost doubles the length of the ramp.

There is still a conflict cause by placement of the dumpster enclosure encroaching into the parking lot. The plan does show the common grill area, but a sidewalk providing handicapped access consumes green space and is considered by staff to be redundant with the sidewalk along Hubbard Ave. N.

Proposed Off-site parking on HCRRA property

As mentioned previously, the six spaces specified in the lease agreement between HCRRA and the MACV is for 5 years with 2 automatic renewals for a 15 year commitment. The use will have to cease if the lease expires after 15 years and is not renewed.

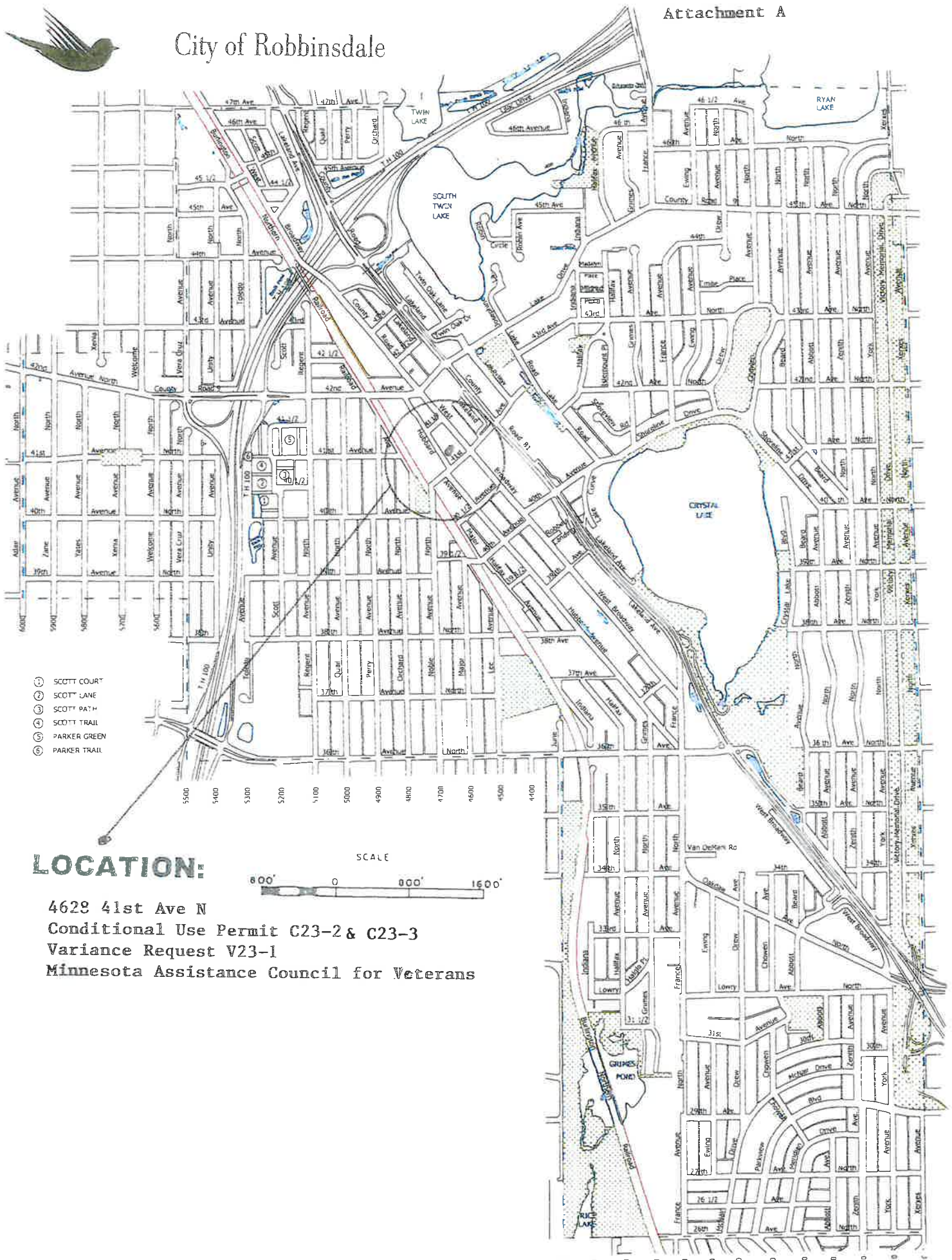
Latest Site Plan and Broadway Court

The latest site plan(s) eliminate the two parking spaces alongside the building, but staff is still awaiting the results of meetings with the Fire Department and Building Official. As well, the revised plans create new conflicts between the parking lot and the dumpster enclosure.

Assuming that there will be four parking spaces on the Broadway Court site and six or seven on the HCRRA property, the expected provided parking would be 10 or 11 spaces. The requirement is 15 based upon the number of dwelling units / single occupancy rooms. The Planning Commission may consider their level of support.

RECOMMENDATION:

1. Hold the public hearing.
2. Motion to continue the public hearing to 7 pm, August 17, 2023.





Buffer Size: 350

Map Comments:

4628 41st Ave N
Conditional Use Permit C23-2
Variance Request V23-1
Minnesota Assistance Council for
Veterans

0 50 100 200 Feet

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

For more information, contact Hennepin County GIS Office
300 6th Street South, Minneapolis, MN 55487 / gis.info@hennepin.us

Attachment C

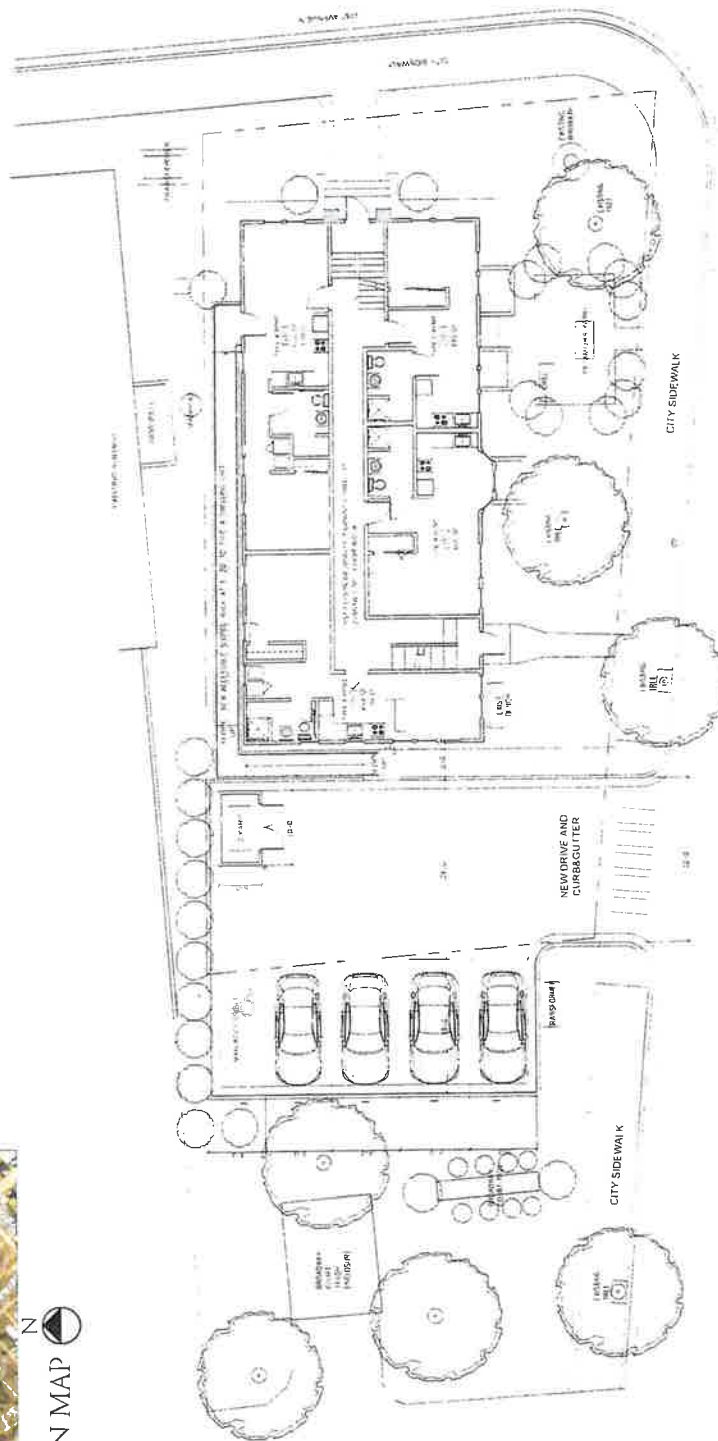
MACY DWELLING UNITS
4028 41ST AVENUE N
ROBINSONALE
MINNESOTA, MN 55422

MADDEN
ARCHITECTS
ARCHITECTS
1000 1st St. S.
Suite 200
Minneapolis, MN 55404
Tel: 612/338-1100
Fax: 612/338-1101
E-mail: info@maddenarch.com
Web: www.maddenarch.com

SHEET INDEX

- | | |
|-------|-------------------------|
| A0.0A | SITE PLAN - OPTION A |
| A0.0B | SITE PLAN - OPTION B |
| A1.0 | BASEMENT LEVEL PLAN |
| A1.1 | FIRST FLOOR PLAN |
| A1.2 | SECOND FLOOR PLAN |
| A2.0 | EAST EXTERIOR ELEVATION |

GENERAL BUILDING INFORMATION

[illegible]PROJECT
SITE

SITE PLAN - OPTION B - (REMOVE FIRE ESCAPE)

Property of Allen violators is not known by or used in any way without the written consent of Allen Associates, Inc.

COPYRIGHT © 1980 BY ALLEN ASSOCIATES, INC.

Exhibit B





Hennepin County Property Map

Date: 5/4/2023



PARCEL ID: 0602924240133

OWNER NAME: Hen Cty Reg Railroad Auth

PARCEL ADDRESS: 4125 Railroad Ave N,
Robbinsdale MN 55422

PARCEL AREA: 2.92 acres, 127,232 sq ft

A-T-B: Abstract

SALE PRICE:

SALE DATE:

SALE CODE:

ASSESSED 2022, PAYABLE 2023
PROPERTY TYPE: Industrial-Preferred
HOMESTEAD: Non-Homestead
MARKET VALUE: \$0
TAX TOTAL: \$0.00

ASSESSED 2023, PAYABLE 2024
PROPERTY TYPE: Industrial
HOMESTEAD: Non-Homestead
MARKET VALUE: \$0

Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

COPYRIGHT © HENNEPIN
COUNTY 2023



Hennepin County Property Map

Date: 5/4/2023



PARCEL ID: 0602924240133

OWNER NAME: Hen Cty Reg Railroad Auth

PARCEL ADDRESS: 4125 Railroad Ave N
Robbinsdale MN 55422

PARCEL AREA: 2.92 acres, 127,232 sq ft

A-T-B Abstract

SALE PRICE

SALE DATE:

SALE CODE:

ASSESSED 2022, PAYABLE 2023

PROPERTY TYPE: Industrial-Preferred

HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

TAX TOTAL: \$0.00

ASSESSED 2023, PAYABLE 2024

PROPERTY TYPE: Industrial

HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

Comments:

This data (i) is furnished "AS IS" with no representation, as to completeness or accuracy, (ii) is furnished with no warranty of any kind, and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

COPYRIGHT © HENNEPIN
COUNTY 2023

ADMINISTRATIVE STAFF REPORT

APPLICANT: Minnesota Assistance Council for Veterans
CASE NO: V23-1, C23-2, C23-3
ADDRESS: 4628 41st Ave. N.
PC DATE: June 15, 2023
APPLICATION DATE: December 19, 2022 (original); May 24, 2023
PROCESSING DEADLINE: **Original application waived, New application July 23**

ACTION/REQUEST:

On April 20 and May 18, 2023 the Planning Commission tabled the conditional use and variance requests for the remodeling of the Robin Hotel.

- The conditional use permit is needed because the second floor of the former Robin Hotel is being converted from eleven sleeping rooms to four apartments.
- Variances are needed because the property has insufficient parking, inadequate lot area, useable open space and dimensional requirements for parking and multiple family unit size.
- The off-site parking arrangement with the Hennepin County Regional Rail Authority and the anticipated arrangement for use of Broadway Court land requires an additional conditional use permit that was given its public notice for this evening.

The location is shown in **Attachments A & B**.

BACKGROUND/ANALYSIS:

The most recent plans are provided as **Attachment C**.

Jon Lovald was not available to attend the May18 meeting due to a conflict in scheduling. He is aware of the need to revise the most recent site plan because of conflicts with the two parking spaces alongside the building and the fire escape. Another conflict occurs with the dumpster enclosure being on the outside of the most recent location for the handicapped parking space.

The following are the standards for off-site parking:

Section 510.17. Off-street parking

Subd. 4. Off-site parking.

(a) Public property, including public right-of-way or private property, or both, may be utilized to meet the parking requirements of this code, provided that:

- (1) Any off-site parking which utilizes private property to meet the requirements of this code shall be a conditional use as regulated by subsection 535.01 of this code. Any off-site parking which utilizes public property to meet the requirements of this code shall be approved by motion of the city council.
- (2) Such off-site parking shall comply with all parking standards stated in this code.
- (3) Reasonable access from off-site parking facilities to the use served shall exist.
- (4) Use of public right-of-way to meet the requirements of this code shall be a conditional use as regulated by subsection 535.01.

(b) Any use which depends upon off-site parking to meet the requirements of this code shall maintain the minimum number of required parking spaces or cease operation and use until such time as there is full compliance with the requirements of this code.

(c) Whenever required parking facilities are on land, a lot or parcel other than the principal building which is to be served, a properly drawn legal instrument, executed by the parties concerned, duly approved as to form and manner of execution by the city attorney, shall be filed with the city clerk.

Proposed Off-site parking on HCRRA property

As mentioned previously, the six spaces specified in the lease agreement between HCRRA and the MACV is for 5 years with 2 automatic renewals for a 15 year commitment. The use will have to cease if the lease expires after 15 years and is not renewed.

Latest Site Plan and Broadway Court

The latest site plan will need to be revised to eliminate the above mentioned conflicts.

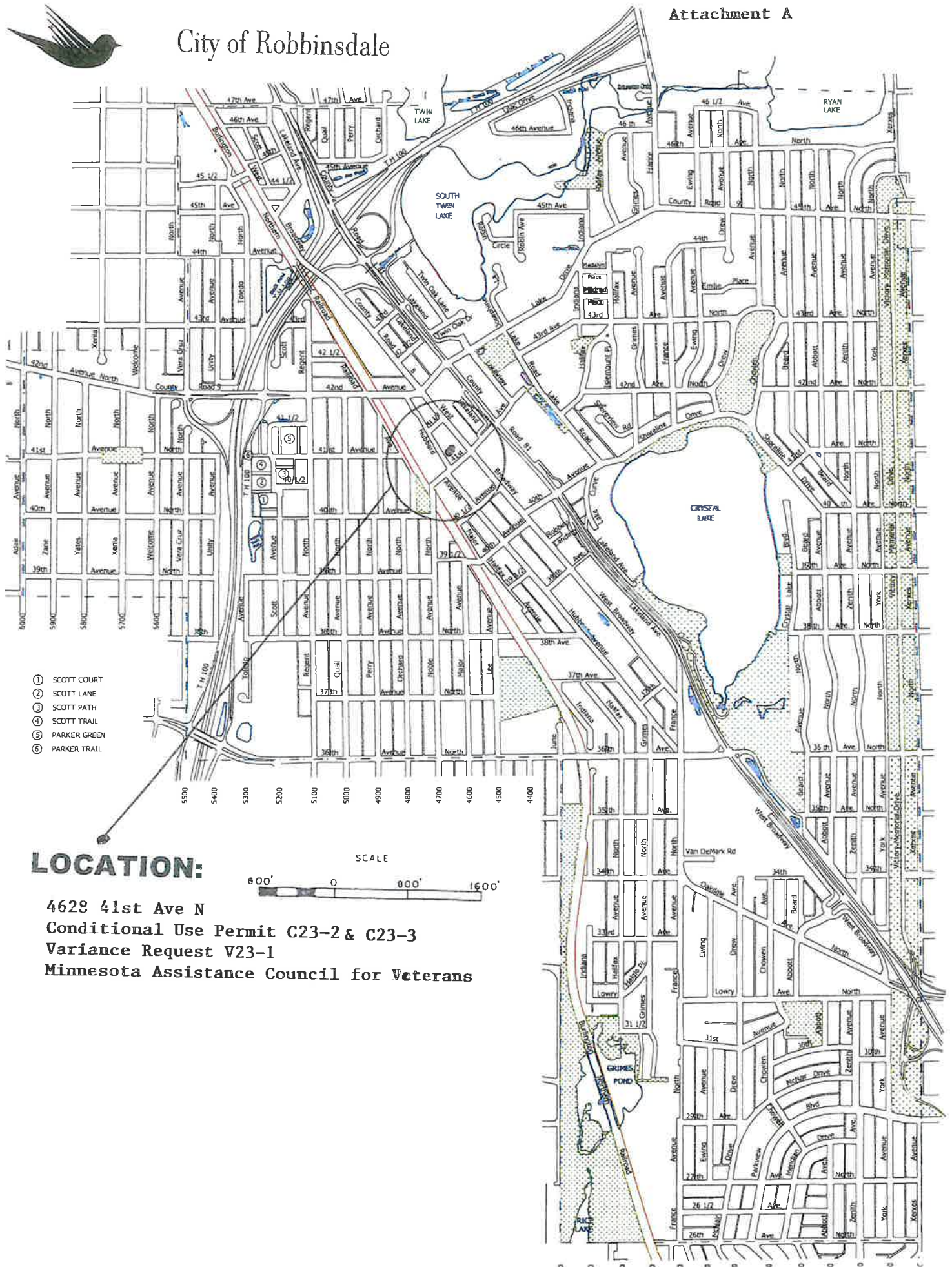
Assuming that there will be four parking spaces on the Broadway Court site and six or seven on the HCRRA property, the expected provided parking would be 10 or 11 spaces. The requirement is 15 based upon the number of dwelling units / single occupancy rooms. The Planning Commission may consider their level of support.

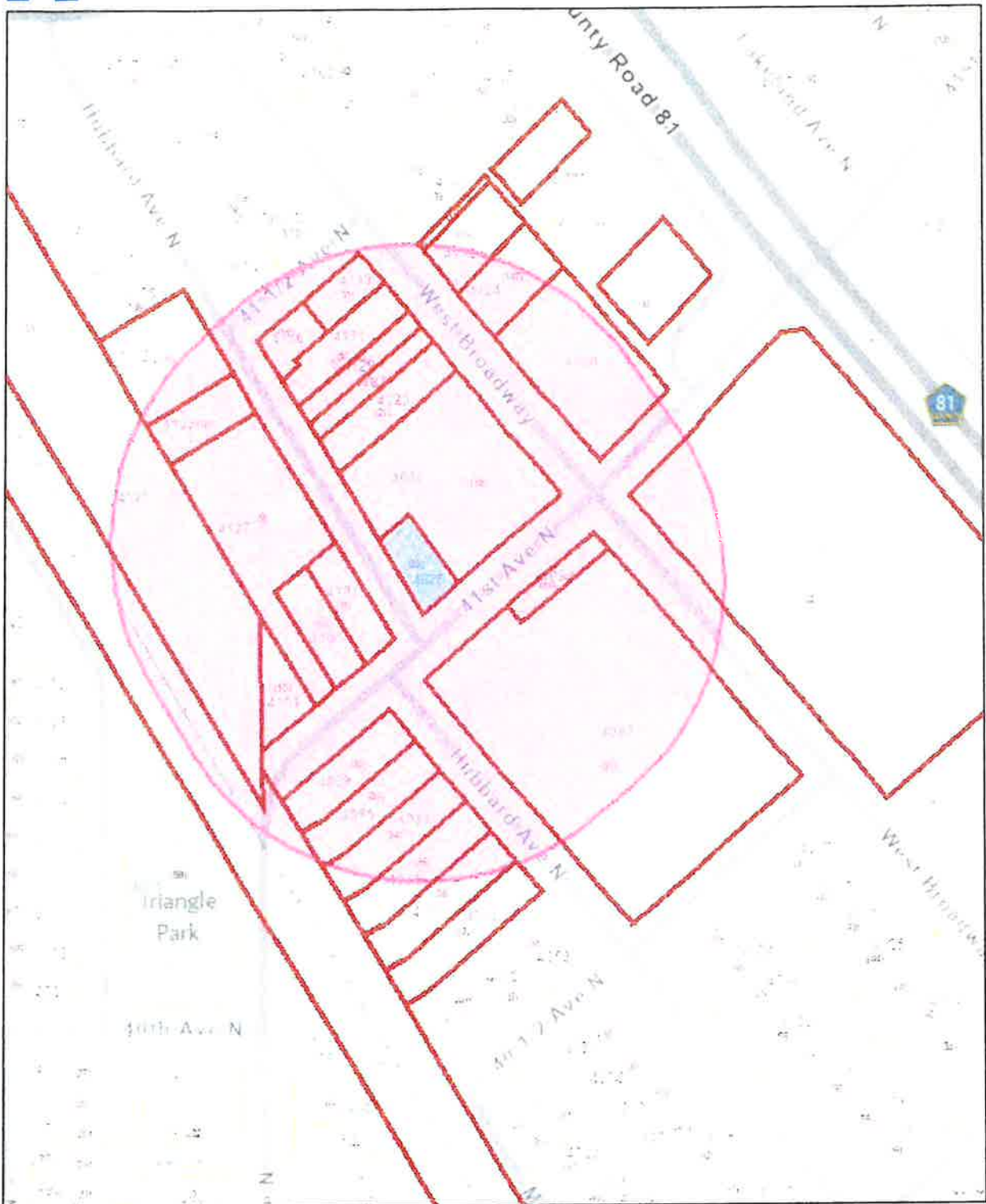
The absence of a revised site plan will necessitate the review to be continued to July 20.

RECOMMENDATION:

1. Hold the public hearing.
2. Motion to continue the public hearing to 7 pm, July 20, 2023.

City of Robbinsdale





Buffer Size: 350

Map Comments:

4628 41st Ave N
Conditional Use Permit C23-2
Variance Request V23-1
Minnesota Assistance Council for
Veterans

0 50 100 200 Feet

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

For more information, contact Hennepin County GIS Office
300 6th Street South, Minneapolis, MN 55487 / gis.info@hennepin.us

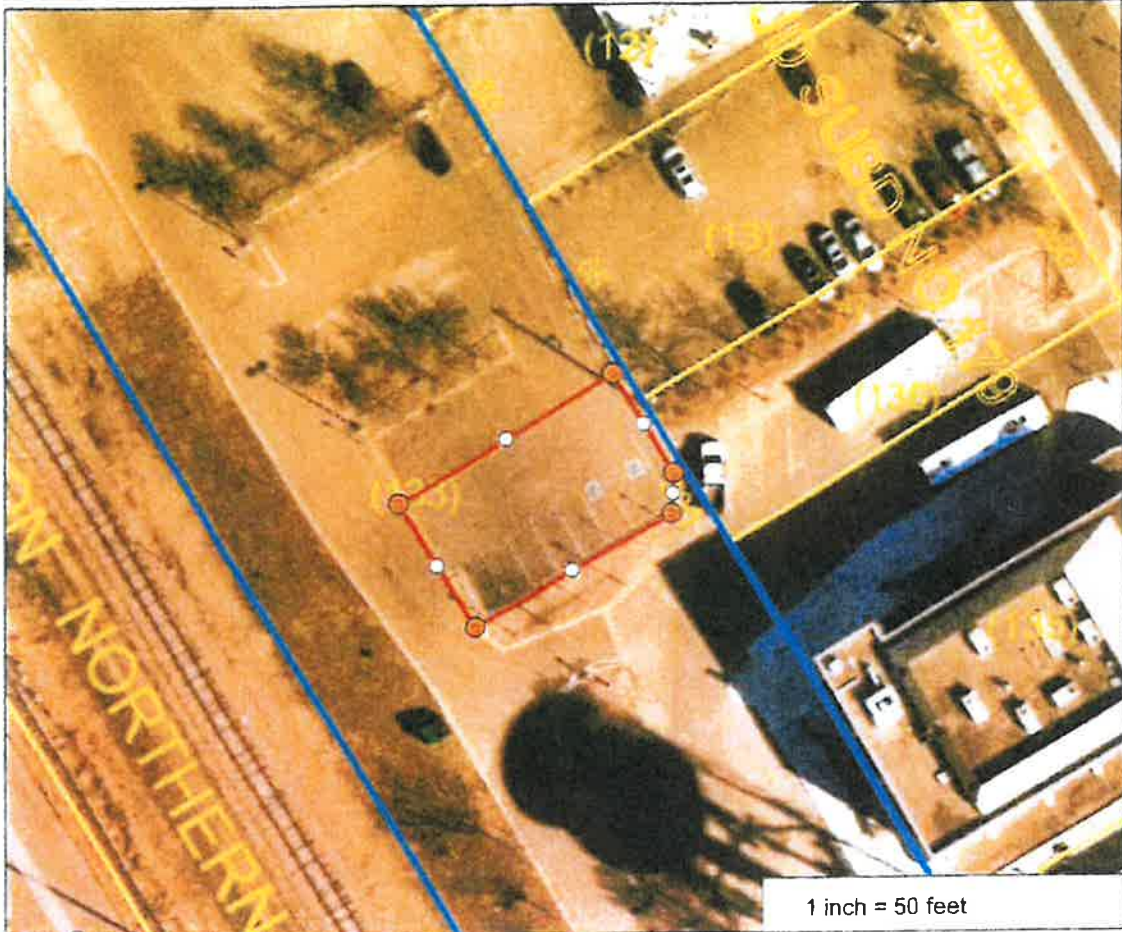
Exhibit B





Hennepin County Property Map

Date: 5/4/2023



PARCEL ID: 0602924240133

OWNER NAME: Hen Cty Reg Railroad Auth

PARCEL ADDRESS: 4125 Railroad Ave N,
Robbinsdale MN 55422

PARCEL AREA: 2.92 acres, 127,232 sq ft

A-T-B: Abstract

SALE PRICE:

SALE DATE:

SALE CODE:

ASSESSED 2022, PAYABLE 2023
PROPERTY TYPE: Industrial-Preferred
HOMESTEAD: Non-Homestead
MARKET VALUE: \$0
TAX TOTAL: \$0.00

ASSESSED 2023, PAYABLE 2024
PROPERTY TYPE: Industrial
HOMESTEAD: Non-Homestead
MARKET VALUE: \$0

Comments:

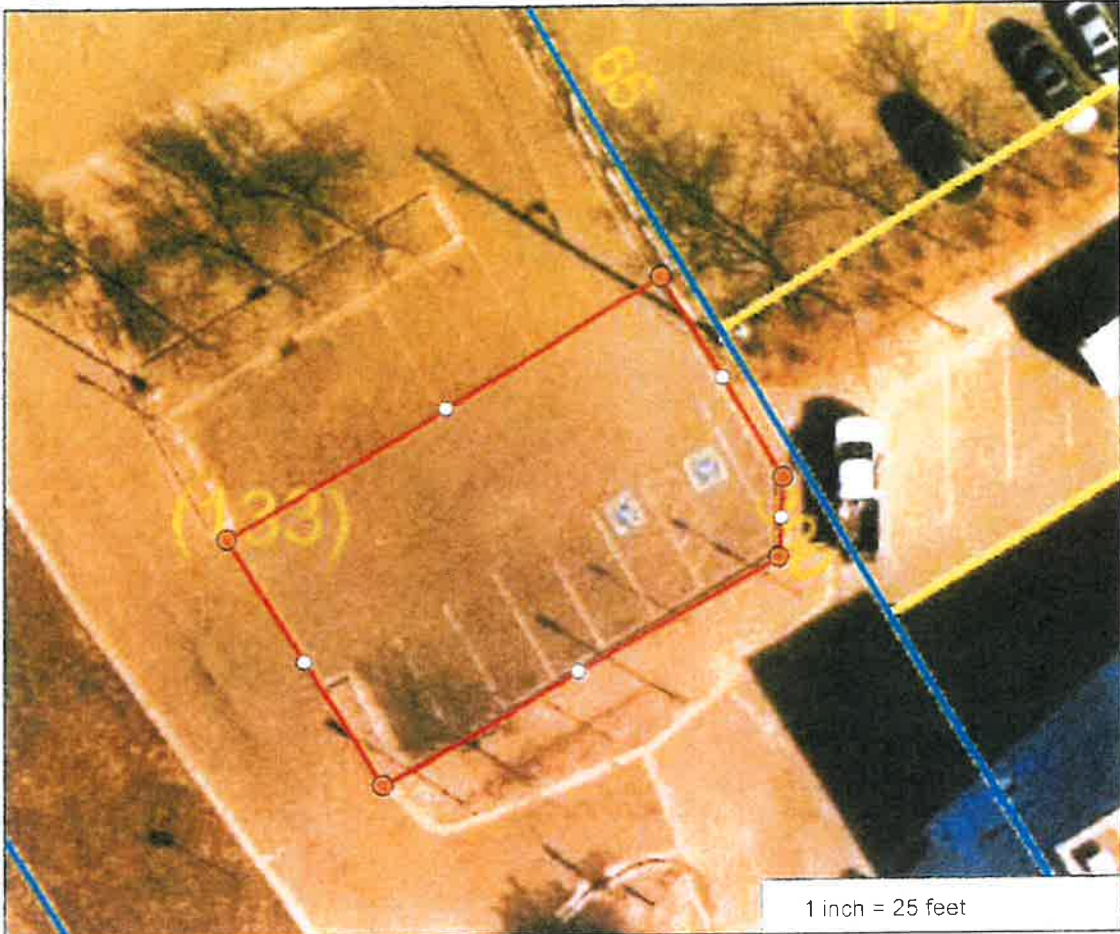
This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

COPYRIGHT © HENNEPIN
COUNTY 2023



Hennepin County Property Map

Date: 5/4/2023



PARCEL ID: 0602924240133

OWNER NAME: Hen Cty Reg Railroad Auth

PARCEL ADDRESS: 4125 Railroad Ave N,
Robbinsdale MN 55422

PARCEL AREA: 2.92 acres, 127,232 sq ft

A-T-B: Abstract

SALE PRICE:

SALE DATE:

SALE CODE:

ASSESSED 2022, PAYABLE 2023
PROPERTY TYPE: Industrial-Preferred
HOMESTEAD: Non-Homestead
MARKET VALUE: \$0
TAX TOTAL: \$0.00

ASSESSED 2023, PAYABLE 2024
PROPERTY TYPE: Industrial
HOMESTEAD: Non-Homestead
MARKET VALUE: \$0

Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

COPYRIGHT © HENNEPIN
COUNTY 2023

ADMINISTRATIVE STAFF REPORT

APPLICANT: Minnesota Assistance Council for Veterans
CASE NO: V23-1, C23-2
ADDRESS: 4628 41st Ave. N.
PC DATE: May 18, 2023
APPLICATION DATE: December 19, 2022
PROCESSING DEADLINE: Waived

ACTION/REQUEST:

On April 20, 2023 the Planning Commission tabled the conditional use and variance requests for the remodeling of the Robin Hotel.

- The conditional use permit is needed because the second floor of the former Robin Hotel is being converted from eleven sleeping rooms to four apartments.
- Variances are needed because the property has insufficient parking, inadequate lot area, useable open space and dimensional requirements for parking and multiple family unit size.

The location is shown in **Attachments A & B**.

BACKGROUND/ANALYSIS:

The most recent plans are provided as **Attachment C**.

At the April 20, 2023 public hearing, the applicant, Jon Lovald presented a lease agreement with the Hennepin County Regional Rail Authority (HCRRA) for 6 parking spaces behind the Hubbard Market Place transit center (4145 Hubbard Ave. N.).

The following are the standards for off-site parking:

Section 510.17. Off-street parking

Subd. 4. Off-site parking.

(a) Public property, including public right-of-way or private property, or both, may be utilized to meet the parking requirements of this code, provided that:

(1) Any off-site parking which utilizes private property to meet the requirements of this code shall be a conditional use as regulated by subsection 535.01 of this code. Any off-site parking which utilizes public property to meet the requirements of this code shall be approved by motion of the city council.

(2) Such off-site parking shall comply with all parking standards stated in this code.

(3) Reasonable access from off-site parking facilities to the use served shall exist.

(4) Use of public right-of-way to meet the requirements of this code shall be a conditional use as regulated by subsection 535.01.

(b) Any use which depends upon off-site parking to meet the requirements of this code shall maintain the minimum number of required parking spaces or cease operation and use until such time as there is full compliance with the requirements of this code.

(c) Whenever required parking facilities are on land, a lot or parcel other than the principal building which is to be served, a properly drawn legal instrument, executed by the parties

concerned, duly approved as to form and manner of execution by the city attorney, shall be filed with the city clerk.

Proposed Off-site parking on HCRRA property

The six spaces specified in the lease agreement between HCRRA and the MACV is for 5 years with 2 automatic renewals for a 15 year commitment. The off-site parking arrangement will require a conditional use permit and, under 4(b), the use will have to cease if the lease expires after 15 years and is not renewed.

It continues to be emphasized that 6 spaces does not meet the code requirement which is one space per single occupancy sleeping room, and one for one bedroom apartment for a total of 15 required spaces.

The Planning Commission will recall that Sara Riegle had explained at the January 19 meeting that 40% of the veteran tenants have cars. The Planning Commission will have to determine if a variance to reduce the parking requirement from 15 to 6 spaces is reasonable, or if it makes sense to reduce the requirement to a realistic number with some additional parking for MACV staff and guests.

Latest Site Plan and Broadway Court

The latest site plan provided shows two parallel space adjacent to the building and four spaces (including one handicapped) on the Broadway Court property. Therefore, the parking (and maneuvering) on the Broadway Court site also requires a conditional use permit.

On May 9, Mr. Lovald and staff made a presentation to the Robbinsdale Economic Development Authority (REDA) to see if the REDA would entertain the use of Broadway Court property for some parking in support of the MACV need. The REDA generally supported the concept of permission for MACV to utilize land for parking, but their preference was to retain ownership of the land. The REDA Attorney recommended that the REDA owned land could be licensed for parking by the MACV. Improvements such as curb & gutter and paving would be the responsibility of the licensee (MACV).

Similar to the arrangement with HCRRA, if the license agreement lapses or is terminated, the use of the MACV property at 4628 41st Ave. N. would have to be discontinued, or other off-site parking arrangements will need to be made.

Lastly, there are revisions needed for the site plan:

- The Fire Marshal reviewed the site plan and pointed out that the two parallel spaces next to the building conflict with fire code requirements including a fire escape that serves the upper level single occupancy sleeping rooms.
- The Building Official pointed out that the handicapped access/loading space blocks the dumpster enclosure.

A public hearing notice for the off-site parking conditional use permit will necessitate the review to be continued to June 15.

RECOMMENDATION:

1. Hold the public hearing.
2. Motion to continue the public hearing to 7 pm, June 15, 2023.



EXISTING RAMP IN/OUT TO
UNDERGROUND PARKING FOR
HOUSING

GENERAL BUILDING INFORMATION

A0.0 SITE PLAN
A1.0 BASEMENT LEVEL PLAN
A1.1 FIRST FLOOR PLAN
A1.2 SECOND FLOOR PLAN



Property of Nielsen Archives and may not be used on any way without the written consent of Nielsen Archives
© 2003 Nielsen Archives. All rights reserved.

AO.0

ATTACHMENT C

MACV DWELLING UNITS
4628 41ST AVENUE N
ROBBINSDALE
MINNESOTA, MN 55422

SYNTHETIC
DESIGN
MAGAZINE
2022-23

NAME WILLIAM H. RUDOLPH JR.
DATE
REGISTRATION NUMBER

Westlake Investments
2663 Mt. Hope
Cincinnati, OH 45227

MADDEN
ARCHITECTS
ARCHITECTS
3011 25th Ave
2nd Fl
San Francisco, CA 94114
415.774.3333
www.maddenarch.com

CW: JR
 K1 ~ Assiniboine (born at base)
 Yvonne
 MAX Y
 John (in very Assiniboine)
 Dave (1)
 Sam Paul, NCS, 19104



GENERAL BUILDING INFORMATION

A0.0 SITE PLAN
A1.0 BASEMENT LEVEL PLAN
A1.1 FIRST FLOOR PLAN
A1.2 SECOND FLOOR PLAN



EXISTING RAMP IN/OUT TO
UNDERGROUND PARKING FOR
HOUSING

EXISTING BUILDING

41ST AVENUE N

SITE PLAN - FIRST LEVEL FLOOR PLAN



Property of Aladdin Archives and may not be used in any way without the
©2022 Aladdin Archives, LLC

AO.0

ATTACHMENT C

LAN

in

473

SCHEMATIC
DESIGN
PROJECT - THESIS
2022-27

MACV DWELLING UNITS
4628 41ST AVENUE N
ROBBINSDALE
MINNESOTA, MN 55422

SUBMITTER:
DAVID WILLIAM M. MOORE, JR.
DAVID@STATISTICAL.COM

Adam Smith
Wealth of Nations
M 762 .M1 1776
U2 L10 P6 .v.2 6.27

MADDEN
ARCHITECT

PH: 314.111.1111
Bill Madden
c/o St. C2A 4571
Winchester, VA 22031
220.371.2200
Sunny Point, VA 22118

OWE, L.R.
34N. Ardmore Court, of two
Veteran
NIAV
EODI formerly Avondale W
Surrey
Sunny Point, VA 22118

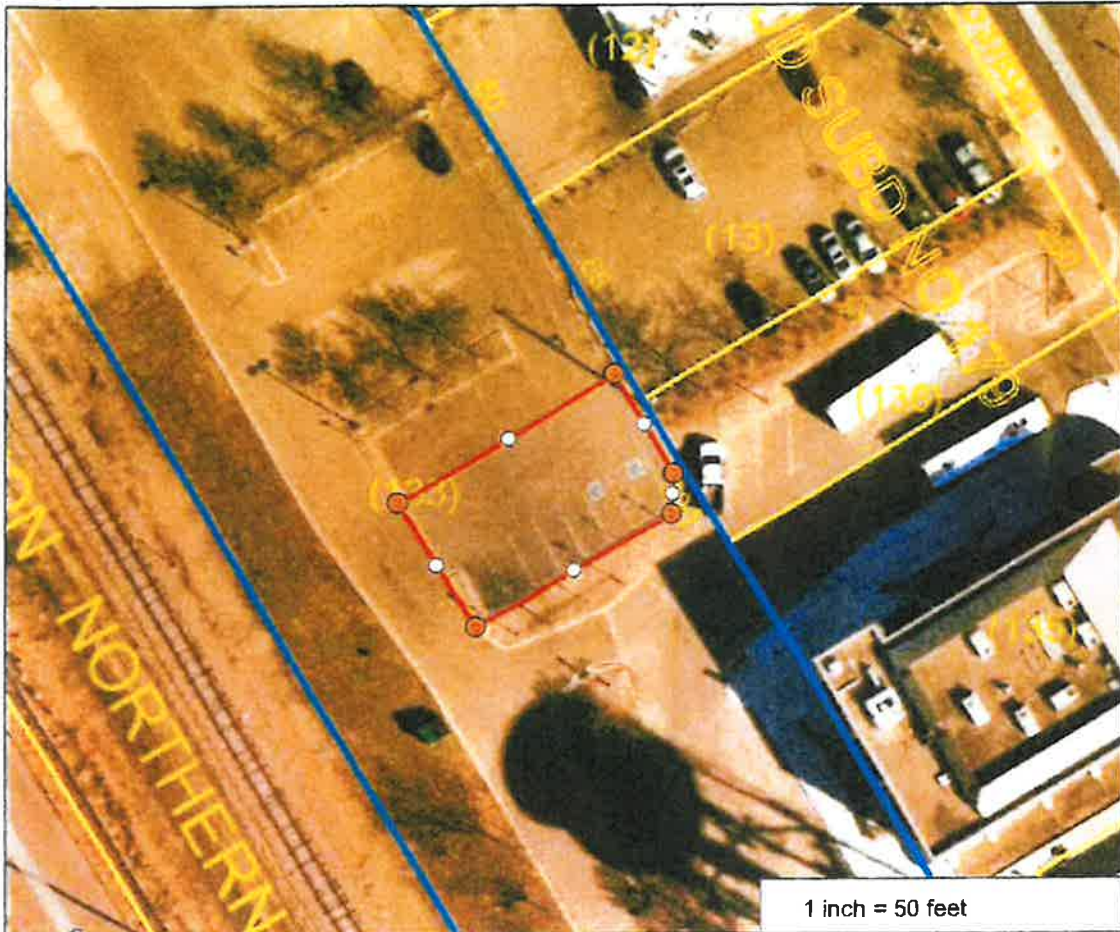


Exhibit B



Hennepin County Property Map

Date: 5/4/2023



PARCEL ID: 0602924240133

OWNER NAME: Hen Cty Reg Railroad Auth

PARCEL ADDRESS: 4125 Railroad Ave N,
Robbinsdale MN 55422

PARCEL AREA: 2.92 acres, 127,232 sq ft

A-T-B: Abstract

SALE PRICE:

SALE DATE:

SALE CODE:

ASSESSED 2022, PAYABLE 2023

PROPERTY TYPE: Industrial-Preferred

HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

TAX TOTAL: \$0.00

ASSESSED 2023, PAYABLE 2024

PROPERTY TYPE: Industrial

HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

COPYRIGHT © HENNEPIN
COUNTY 2023



Hennepin County Property Map

Date: 5/4/2023



PARCEL ID: 0602924240133

OWNER NAME: Hen Cty Reg Railroad Auth

PARCEL ADDRESS: 4125 Railroad Ave N,
Robbinsdale MN 55422

PARCEL AREA: 2.92 acres, 127,232 sq ft

A-T-B: Abstract

SALE PRICE:

SALE DATE:

SALE CODE:

ASSESSED 2022, PAYABLE 2023

PROPERTY TYPE: Industrial-Preferred

HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

TAX TOTAL: \$0.00

ASSESSED 2023, PAYABLE 2024

PROPERTY TYPE: Industrial

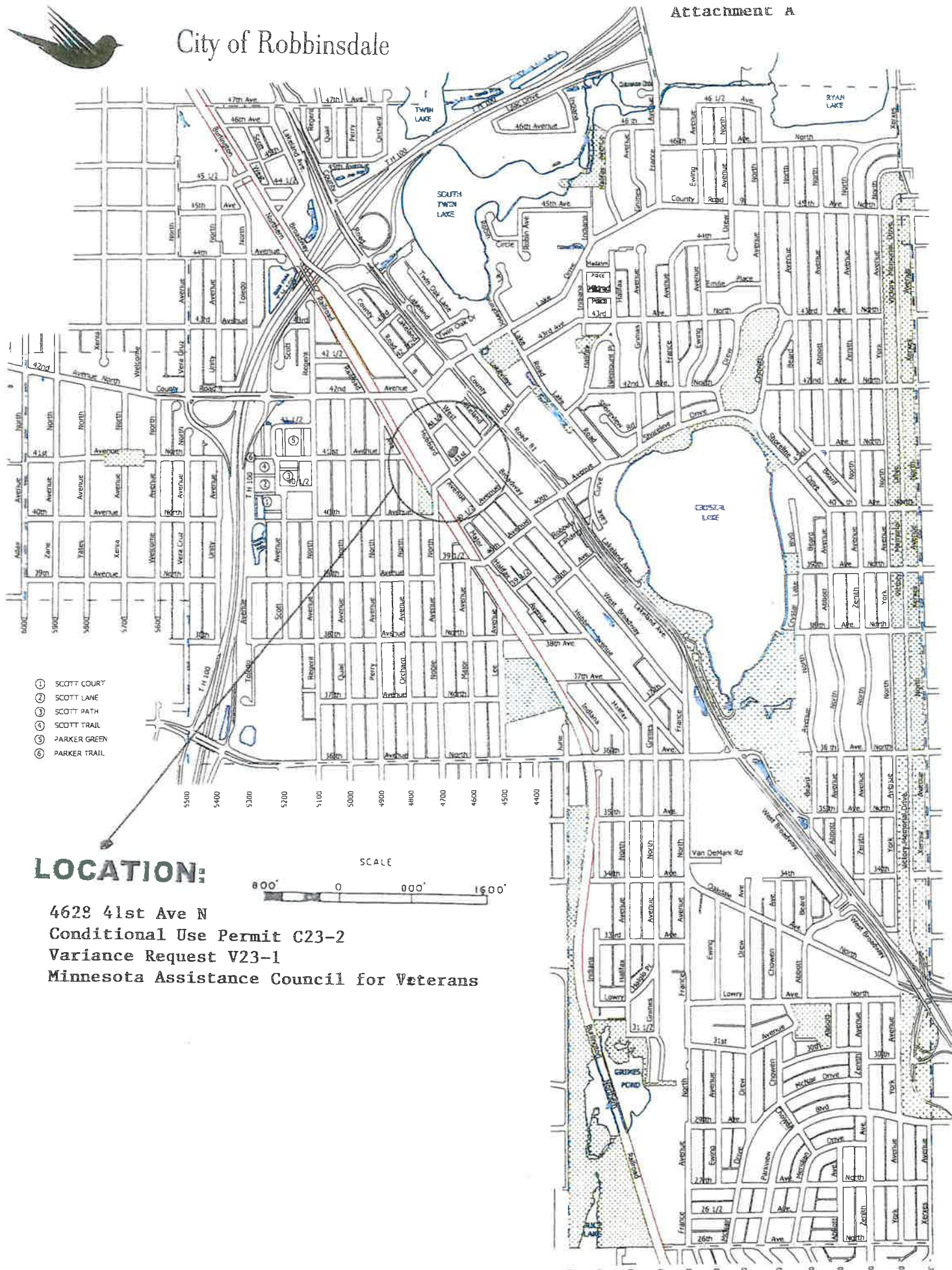
HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

COPYRIGHT © HENNEPIN
COUNTY 2023



LOCATION:

4628 41st Ave N
Conditional Use Permit C23-2
Variance Request V23-1
Minnesota Assistance Council for Veterans



Buffer Size: 350

Map Comments:

4628 41st Ave N
Conditional Use Permit C23-2
Variance Request V23-1
Minnesota Assistance Council for
Veterans

0 50 100 200 Feet

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

For more information, contact Hennepin County GIS Office
300 6th Street South, Minneapolis, MN 55487 / gis.info@hennepin.us

ADMINISTRATIVE STAFF REPORT

APPLICANT: Minnesota Assistance Council for Veterans
CASE NO: V23-1, C23-2
ADDRESS: 4628 41st Ave. N.
PC DATE: April 20, 2023
APPLICATION DATE: December 19, 2022
PROCESSING DEADLINE: **Waived**

ACTION/REQUEST:

On January 19, February 16 and March 16 2023 the Planning Commission tabled the conditional use and variance requests for the remodeling of the Robin Hotel.

- The conditional use permit is needed because the second floor of the former Robin Hotel is being converted from eleven sleeping rooms to four apartments.
- Variances are needed because the property has insufficient parking, inadequate lot area, useable open space and dimensional requirements for parking and multiple family unit size.

The location is shown in **Attachments A & B**.

BACKGROUND/ANALYSIS:

The most recent plans are provided as **Attachment C**.

At the March 16, 2023 public hearing, the applicant waived their rights to the 60 day review period as no solution to the parking issue has yet been presented, and the options for the staff recommendation seemed onerous.

During the meeting, Mr. Lovald alluded to a request made to staff managing Broadway Court about use of available parking. Great Lakes Management is the on-site and operational manager for Broadway Court which is owned by the Robbinsdale Economic Development Authority (REDA).

On April 11, staff explained the dilemma to the REDA to see if there was any support for allowing MACV to use any of the parking at Broadway Court, and/or if there was support for allowing adjacent land to be used for expanding the available parking area behind the MACV building.

The REDA had several concerns:

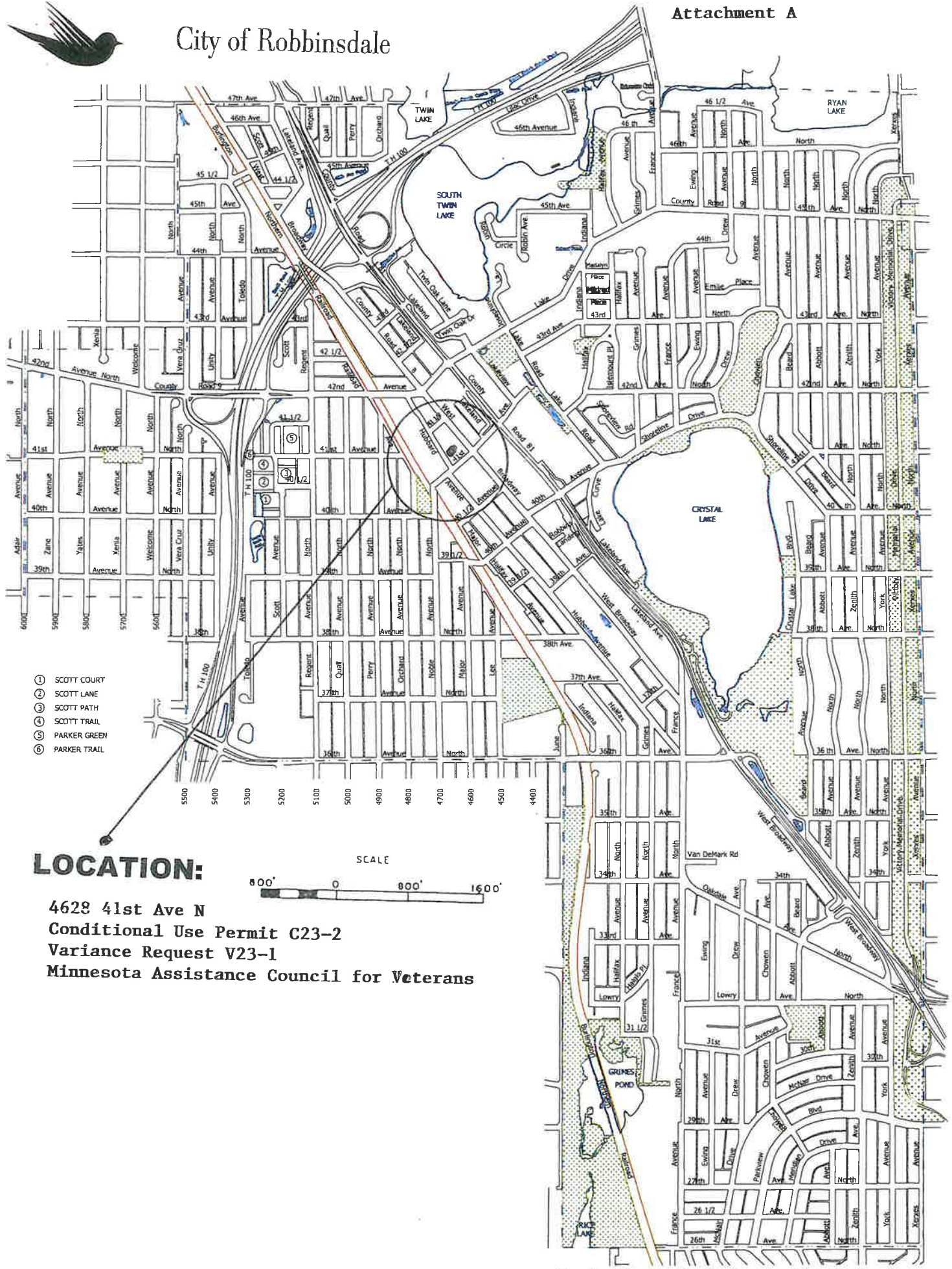
- The parking at Broadway Court is quite limited. Generally, there is underground parking for the tenants, and the surface parking behind the building is intended for the businesses on the main floor, visitors and building operations and management staff.
- There may not be available surplus surface parking to spare. A study should be undertaken to determine what the demand is for the space. Other

downtown businesses have requested the use of parking (adjacent to Lion's Gym) and they have been turned down.

- There is very little green space on the site which is apparently already being used by the tenants of (the former Robin Hotel) at 4628 41st Ave. N. with no formal permission or arrangement. REDA members expressed reluctance to pave over the small amount of green space on the site.
- The REDA (and presumably the City Council) wants to see a plan or solution from MACV about how they are going to solve the entire parking deficit problem. That means the current parking requirement of one space per sleeping room/apartment bedroom needs to be accommodated in some way. Simply waiving the parking requirement will not be acceptable because variances "run-with the land." Everybody agrees the MACV does admirable things, but a new owner could take over the property and they would be entitled to the same parking arrangement no matter who the tenants were.
- The REDA will not consider conveying any property to MACV. If an arrangement were made, it would have to be easily terminated. When Broadway Court was constructed in 2000, there was an attempt to acquire the Robin Hotel property for a reasonable price and the property owner exercised their prerogative to hold out for an unrealistic price.
- The MACV is going to have to formally make the request to the REDA and they will need to have a functional solution to the parking problem. The REDA is not bound to solve the MACV parking problem.

RECOMMENDATION:

1. Hold the public hearing.
2. Motion to continue the public hearing to 7 pm, May 18, 2023.





Buffer Size: 350

0 50 100 200 Feet
[Scale bar]

Map Comments:

4628 41st Ave N
Conditional Use Permit C23-2
Variance Request V23-1
Minnesota Assistance Council for
Veterans

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

For more information, contact Hennepin County GIS Office
300 6th Street South, Minneapolis, MN 55487 / gis.info@hennepin.us



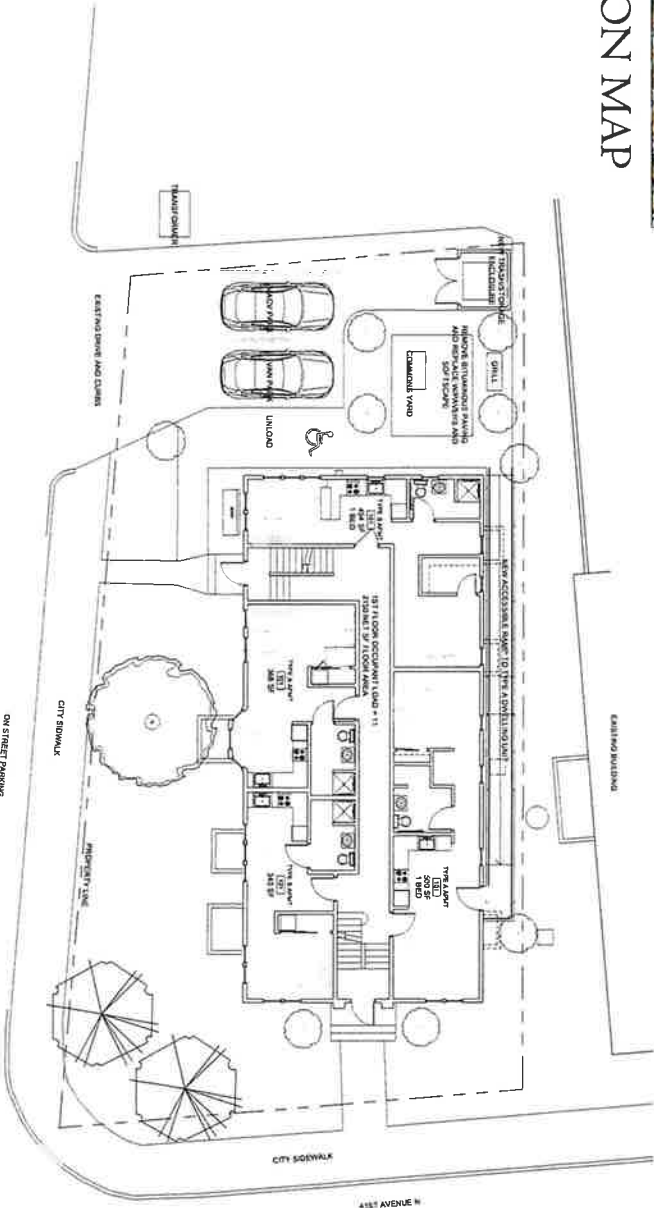
LOCATION MAP

PROJECT SITE

GENERAL BUILDING INFORMATION	
CONVERTING EXISTING BUILDING TO CONFORM WITH 2000 MINNESOTA BUILDING CODE	ALTERATION - LEVEL 2
BUILDING INFORMATION	
CURRENT USE	H-1 HOTEL, W/72 BEDROOMS, SLEEPING UNITS, COMMON KITCHEN AND LAUNDRY
PROPOSED USE	H-2 BOARDING HOUSE, 14 SINGLE OCCUPANCY ONE-BEDROOM UNITS, 11 SLEEPING UNITS AND 4 SINGLE ROOM OCCUPANCY UNITS (C-CH) UNIT EQUIPPED WITH KITCHENS, LAUNDRY AND BATHS
FIRST FLOOR LEVEL	4 SINGLE ROOM OCCUPANCY UNITS (C-CH) UNIT EQUIPPED WITH KITCHENS, LAUNDRY AND BATHS
SECOND FLOOR LEVEL	11 SLEEPING UNITS, 14 SINGLE OCCUPANCY ONE-BEDROOM UNITS, 11 SLEEPING UNITS AND 4 SINGLE ROOM OCCUPANCY UNITS (C-CH) UNIT EQUIPPED WITH KITCHENS, LAUNDRY AND BATHS
THIRD FLOOR LEVEL	11 SLEEPING UNITS, 14 SINGLE OCCUPANCY ONE-BEDROOM UNITS, 11 SLEEPING UNITS AND 4 SINGLE ROOM OCCUPANCY UNITS (C-CH) UNIT EQUIPPED WITH KITCHENS, LAUNDRY AND BATHS
FOURTH FLOOR LEVEL	11 SLEEPING UNITS, 14 SINGLE OCCUPANCY ONE-BEDROOM UNITS, 11 SLEEPING UNITS AND 4 SINGLE ROOM OCCUPANCY UNITS (C-CH) UNIT EQUIPPED WITH KITCHENS, LAUNDRY AND BATHS
FIFTH FLOOR LEVEL	11 SLEEPING UNITS, 14 SINGLE OCCUPANCY ONE-BEDROOM UNITS, 11 SLEEPING UNITS AND 4 SINGLE ROOM OCCUPANCY UNITS (C-CH) UNIT EQUIPPED WITH KITCHENS, LAUNDRY AND BATHS
SIXTH FLOOR LEVEL	11 SLEEPING UNITS, 14 SINGLE OCCUPANCY ONE-BEDROOM UNITS, 11 SLEEPING UNITS AND 4 SINGLE ROOM OCCUPANCY UNITS (C-CH) UNIT EQUIPPED WITH KITCHENS, LAUNDRY AND BATHS
SEVENTH FLOOR LEVEL	11 SLEEPING UNITS, 14 SINGLE OCCUPANCY ONE-BEDROOM UNITS, 11 SLEEPING UNITS AND 4 SINGLE ROOM OCCUPANCY UNITS (C-CH) UNIT EQUIPPED WITH KITCHENS, LAUNDRY AND BATHS
EIGHTH FLOOR LEVEL	11 SLEEPING UNITS, 14 SINGLE OCCUPANCY ONE-BEDROOM UNITS, 11 SLEEPING UNITS AND 4 SINGLE ROOM OCCUPANCY UNITS (C-CH) UNIT EQUIPPED WITH KITCHENS, LAUNDRY AND BATHS
NINTH FLOOR LEVEL	11 SLEEPING UNITS, 14 SINGLE OCCUPANCY ONE-BEDROOM UNITS, 11 SLEEPING UNITS AND 4 SINGLE ROOM OCCUPANCY UNITS (C-CH) UNIT EQUIPPED WITH KITCHENS, LAUNDRY AND BATHS
TENTH FLOOR LEVEL	11 SLEEPING UNITS, 14 SINGLE OCCUPANCY ONE-BEDROOM UNITS, 11 SLEEPING UNITS AND 4 SINGLE ROOM OCCUPANCY UNITS (C-CH) UNIT EQUIPPED WITH KITCHENS, LAUNDRY AND BATHS
EXISTING OFF STREET PARKING	2 ON 4 PARKING SPACES - SEE OPTIONS

SHEET INDEX

- A0.0 SITE PLAN - 2 PARKING
- A0.0a SITE PLAN - 4 PARKING
- A1.0 BASEMENT LEVEL PLAN
- A1.1 FIRST FLOOR PLAN
- A1.2 SECOND FLOOR PLAN



SITE PLAN - FIRST LEVEL FLOOR PLAN

SCALE: 1/8" = 1'-0" on 22x34 1/16" = 1'-0" on 11x17

Property of Madden Architects and may not be used in any way without the written consent of Madden Architects

©2022 Madden Architects, LLC

NOT FOR CONSTRUCTION

MACV DWELLING UNITS
4628 41ST AVENUE N
ROBBINSDALE
MINNESOTA, MN 55422

1. DESIGNER: MADDEN ARCHITECTS
2. ARCHITECT: MADDEN ARCHITECTS
3. CONTRACTOR: WATSON & SONS
4. OWNER: MACV DWELLING UNITS
5. DATE: 1/18/2022
6. SCALE: 1/8" = 1'-0" on 22x34
7. SHEET: A0.0
8. TOTAL SHEETS: 5
9. PROJECT NUMBER: 2022-01
10. DRAWING NUMBER: 101

CONTRACTOR
Watson & Sons
1000 University Avenue W
Saint Paul, MN 55104
GC: LC-11627762

MADDEN ARCHITECTS
1000 University Avenue W
Saint Paul, MN 55104
651-226-4371
2203 Central Avenue
Saint Paul, MN 55118

OWNER
MACV
1000 University Avenue W
Saint Paul, MN 55104

SITE PLAN
2 PARK

TITLE SHEET

A0.0

Scale as noted on Drawings

SCHEMATIC
DESIGN
PROJECT NUMBER:
2022-01
PLAN ISSUE DATE:
JANUARY 18, 2022
SCALE:
Noted On Drawings



LOCATION MAP

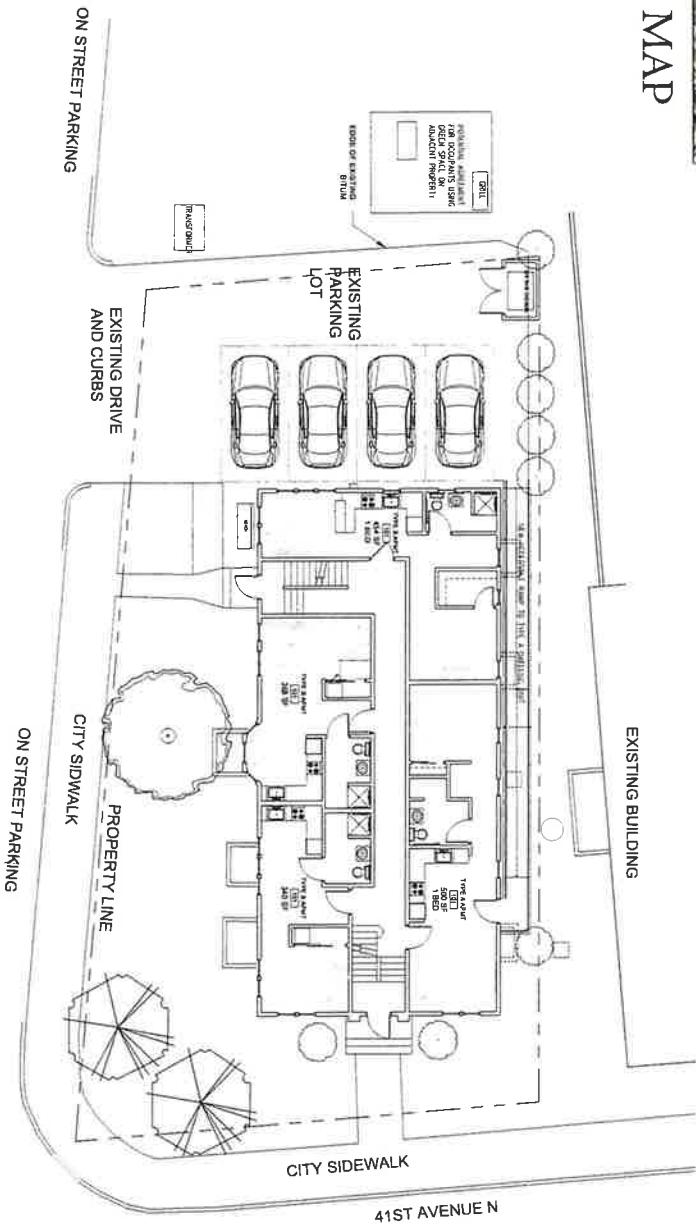
PROJECT
SITE

GENERAL BUILDING INFORMATION

[illegible]

SHEET INDEX

A0.0 SITE PLAN - 2 PARKING
A0.0a SITE PLAN - 4 PARKING
A1.0 BASEMENT LEVEL PLAN
A1.1 FIRST FLOOR PLAN
A1.2 SECOND FLOOR PLAN



SITE PLAN - FIRST LEVEL FLOOR PLAN

SCALE: 1/8" = 1'-0" on 22x34 1/16" = 1'-0" on 11x17



Property of Madden Architects and may not be used in any way without the written consent of Madden Architects
©2022 Madden Architects, LLC

©2022 Madden Architects, L.L.C.

MACV DWELLING UNITS
4628 41ST AVENUE N
ROBBINSDALE
MINNESOTA, MN 55422

SCHEMATIC
DESIGN
PROJECT NUMBER:
1011 17

PLAN ISSUE DATE:
JANUARY 18, 2022

SCALE:
Noted On Drawings

SITE PLAN
4 PARK

Scale as noted on Drawings.

777 LESHUETT

A0.0a

Page 96 of 160

CONTRACTOR
Adam Suller
West Edge Investments
M 763-381-9999
GC Lic #BEC777622

I HEREBY CERTIFY THAT THIS IS MY
SPECIFICATION ON REPORT WAS
PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A FULLY
REGISTERED AGENT UNDER THE
LAND OF THE STATE OF MINNESOTA.

MACV DWELLING UNITS
4628 41ST AVENUE N
ROBBINSDALE
MINNESOTA, MN 55422

SCHEMATIC
DESIGN
PROJECT NUMBER:
2022-27

PLAN ISSUE DATE:
JANUARY 18, 2022

SCALE:
Noted On Drawings

FIRST FLOOR
PLAN

Scale as noted on Drawings.

A.I.I

FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0" on 22x34 1/8" = 1'-0" on 11x17

Property of Madelon Architects and may not be used in any way without the written consent of Madelon Architects
©2022 Madelon Architects, LLC

ADMINISTRATIVE STAFF REPORT

APPLICANT: Minnesota Assistance Council for Veterans
CASE NO: V23-1, C23-2
ADDRESS: 4628 41st Ave. N.
PC DATE: March 16, 2023
APPLICATION DATE: December 19, 2022
PROCESSING DEADLINE: February 17, 2023 extended to April 18, 2023

ACTION/REQUEST:

On January 19 and February 16, 2023 the Planning Commission tabled the conditional use and variance requests for the remodeling of the Robin Hotel.

- The conditional use permit is needed because the second floor of the former Robin Hotel is being converted from eleven sleeping rooms to four apartments.
- Variances are needed because the property has insufficient parking, inadequate lot area, useable open space and dimensional requirements for parking and multiple family unit size.

The location is shown in **Attachments A & B**.

BACKGROUND/ANALYSIS:

The most recent plans are provided as **Attachment C**. At the meeting in February, staff requested an example of a Veteran's home next to a school. Jon Lovald representing MACV provided the example of "The Linden Apartments" 4105 12th St. N., St. Cloud. Google pictures are provided as **Attachment D**.

The example given does not have any of the site challenges of 4628 41st Ave. N. The Linden Apartments is part of a much larger campus that is anchored by a large regional Veteran's hospital in St. Cloud. The "school across the street" is a large high school that is separated by a four-lane divided roadway with significant green space including ballfields for separation. A Veteran's facility in Duluth (found by staff) seems to offer a better comparison as represented in **Attachment E**.

A key point in comparing the facility in Duluth with 4628 41st Ave. N. is that the Duluth site has some space for limited parking and there is some space that has some recreational amenities including a gazebo and planting boxes separated from the sidewalk (and a busy street) by a hedge. More information has been requested.

Issue	Relevant requirement	Provided
Permitted use – hotel 21 sleeping units existing 11 sleeping units proposed	500 sq. ft. site area per sleeping room, 1 parking space per unit	Site area = 6,370 sq. ft. enough for 12 units excluding multiple family Room for 2 parking spaces without conflicts.
Conditional use permit	1,500 sq. ft. per unit;	Enough for 4 apartments

4 Multiple family units	1 parking space per unit; 150-300 sq. ft. useable open space per unit; One bedroom apartments 520 sq. ft. per unit	excluding the 11 sleeping rooms; Space for 2 parking spaces without conflicts; About 1,000 sq. ft. of lawn is between the building and the sidewalk along Hubbard Ave. N.
Variances needed	Parking; Lot area; Useable open space per unit; Sq. ft. per unit	

Findings for variances

Section 535.05. Variances and Appeals

Subdivision 2. Authority/variances. The City Council, acting as the board of appeals and adjustments, upon the receipt of the recommendation of the Planning Commission, shall have the authority to consider and grant variances to the provisions of this code, including the expansion of nonconformities subject to the following:

(a) variances shall only be granted;

(1) when the variance is in harmony with the purposes and intent of the code;

Unless the applicant can screen their tenants and lease spaces to tenants who do not have cars, then the variance will not solve the problem of the need for off-site parking which is required by the code; The lot area, useable open space and square footage variances illustrated that the site is large enough for either the 11 hotel units, or the four apartments; and

(2) when the variance is consistent with the comprehensive plan. *The variance facilitates the re-use of a high density residential use in the mixed-use area consistent with the comprehensive plan if there is a viable solution for the off-street parking issue. Small site issues can be ameliorated by building amenities.*

(b) as part of the determination of whether to grant a variance, the applicant may also be required to establish that there are practical difficulties in complying with this code.

"Practical difficulties," as used in connection with the granting of a variance, means that:

(1) the property owner proposes to use the property in a reasonable manner not permitted by the code *The code offers several alternative strategies to manage parking needs. However, the applicant has been unable to secure off-site parking, or proof-of-parking as allowed by the code and the only solution is to prohibit tenants of the site from owning personal vehicles as a condition of residency.*

(2) the plight of the landowner is due to circumstances unique to the property and not created by the landowner; *The "Robin Hotel" was built in 1900 and moved to its current location in 1958 prior to the adoption of city zoning code parking, lot and building requirements; and*

(3) the variance, if granted, will not alter the essential character of the locality. *The property has existed in a non-conforming status quo situation for over 65 years with inadequate parking, lack of amenities and open space. The remodeling of the building may reduce the density of the property, but that alone does not mitigate the negative effects of the lack of off-street parking and the inadequacies of the site.*

Findings for Conditional Uses:

The Planning Commission shall make findings of fact regarding any adverse effects of the proposed conditional use and what additional requirements may be necessary to reduce such adverse effects. Its judgment shall be based upon, but not limited to, the following factors:

1. Consistency with the City Comprehensive Plan.
The high density residential use is consistent with the Comprehensive Plan, but not consistent with standards that mitigate the negative effects of the density of the residential use.
2. The geographical area involved. *The scale of the building could fit in the downtown area if the property were large enough to include required green space and sufficient off-street parking to minimize negative impacts to the surrounding area.*
3. Whether such use will cause deterioration of the area in which it is proposed.
Unless tenants are prohibited from having personal vehicles, the use will impact the area in which it is proposed with congestion in the public right-of-way and surrounding neighborhood streets;
4. The character of the surrounding area. *The existing use of the site exacerbates congestion which could be ameliorated with a total redevelopment concept that addresses the non-conformities. However, the proposed use does not adequately solve the non-conformities.*
5. The demonstrated need for such use. *There is a need to provide shelter for homeless veterans. However, 4628 West Broadway appears to be too small to accommodate the intensity of the use;*
6. Whether the proposed use would cause odors, dust, flies, vermin, smoke, gas, noise or vibration, or would impose hazards to life or property in the neighborhood. *Inappropriate behavior of tenants is the most significant source of nuisance issues such as smoking or drinking in public.*
7. Whether such use would inherently lead to or encourage disturbing influences in the neighborhood. *A letter received on behalf of the Sacred Heart Church expresses concerns about possible behavioral issues of tenants who have criminal histories, or nuisance behavior. The nuisance ordinance would be fully applicable to current and any re-use of the property.*
8. Whether stored equipment or materials would be screened and whether there would be continuous operation within the visible range of surrounding residences.

Staff is concerned that while the applicant is trying to find a solution for the lack of parking, the review period is going to expire on April 18. Unless the applicant waives the right to the 60-day review period, staff needs to move ahead with a recommendation. Therefore, staff has prepared alternative recommendations.

RECOMMENDATION:

1. Hold the public hearing.
- 2a. Motion to adopt a recommendation to the City Council to approve conditional use permit C23-2 for multiple family use and variance request V23-1 for 4628 41st Ave. N. to reduce parking requirements, lot area, useable open space and apartment square footage based upon the following findings of fact:
 - a. That the re-use of the property is consistent with the mixed-use area in the Comprehensive Plan;
 - b. That the re-use of the property provides housing for very-low income veterans, some of whom have been homeless;
 - c. That the re-use of the property is a reduction of density in a building originally constructed in 1900 and moved to its current location in 1958;And with the following conditions:
 1. That no tenants residing on the property will own personal vehicles as there is no secured on-site parking space available and the applicant has not secured off-site parking;
 2. That a restrictive covenant or deed restriction be recorded at Hennepin County prohibiting the ownership of personal vehicles by resident tenants;
 3. That the remodeled building shall comply with all applicable building and fire codes;
 4. That the remodeled building and the site shall comply with the Americans with Disabilities Act (ADA);
 5. That building permits are required; and
 6. That the property and its tenants are subject to all aspects of the nuisance ordinance and the property maintenance code.

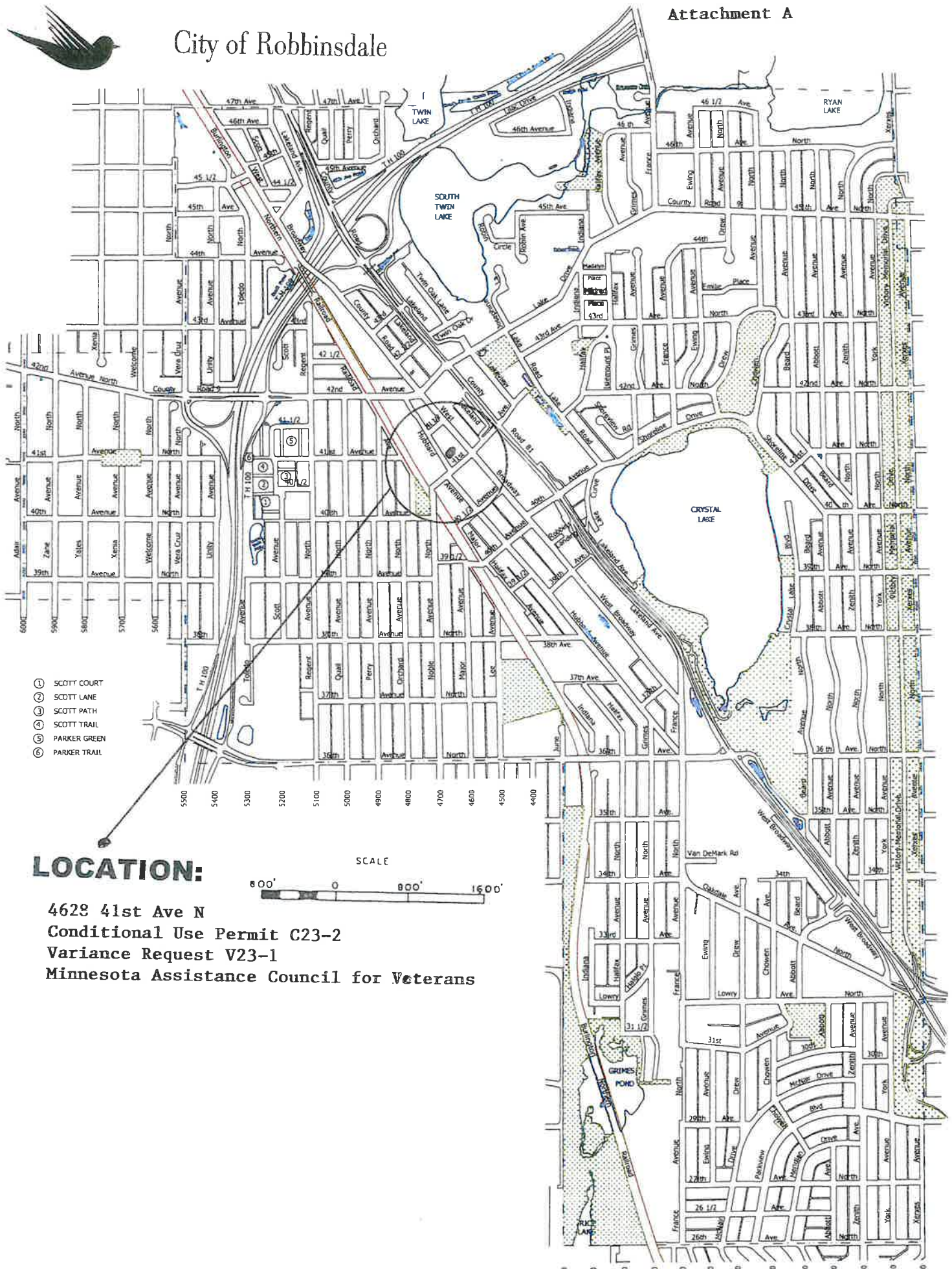
- Or -

- 2b. Motion to adopt a recommendation to the City Council to deny conditional use permit C23-2 for multiple family use and variance request V23-1 for 4628 41st Ave. N. to reduce parking requirements, lot area, useable open space and apartment square footage based upon the following findings of fact:
 - a. That the applicant has failed to provide adequate parking to accommodate the needs of the tenants of the property.
 - b. That the lack of parking available to the tenants will have a negative impact on the neighborhood by contributing to parking congestion in the street and neighborhood.



City of Robbinsdale

Attachment A



- ① SCOTT COURT
- ② SCOTT LANE
- ③ SCOTT PATH
- ④ SCOTT TRAIL
- ⑤ PARKER GREEN
- ⑥ PARKER TRAIL

LOCATION:

4628 41st Ave N
Conditional Use Permit C23-2
Variance Request V23-1
Minnesota Assistance Council for Veterans



Buffer Size: 350

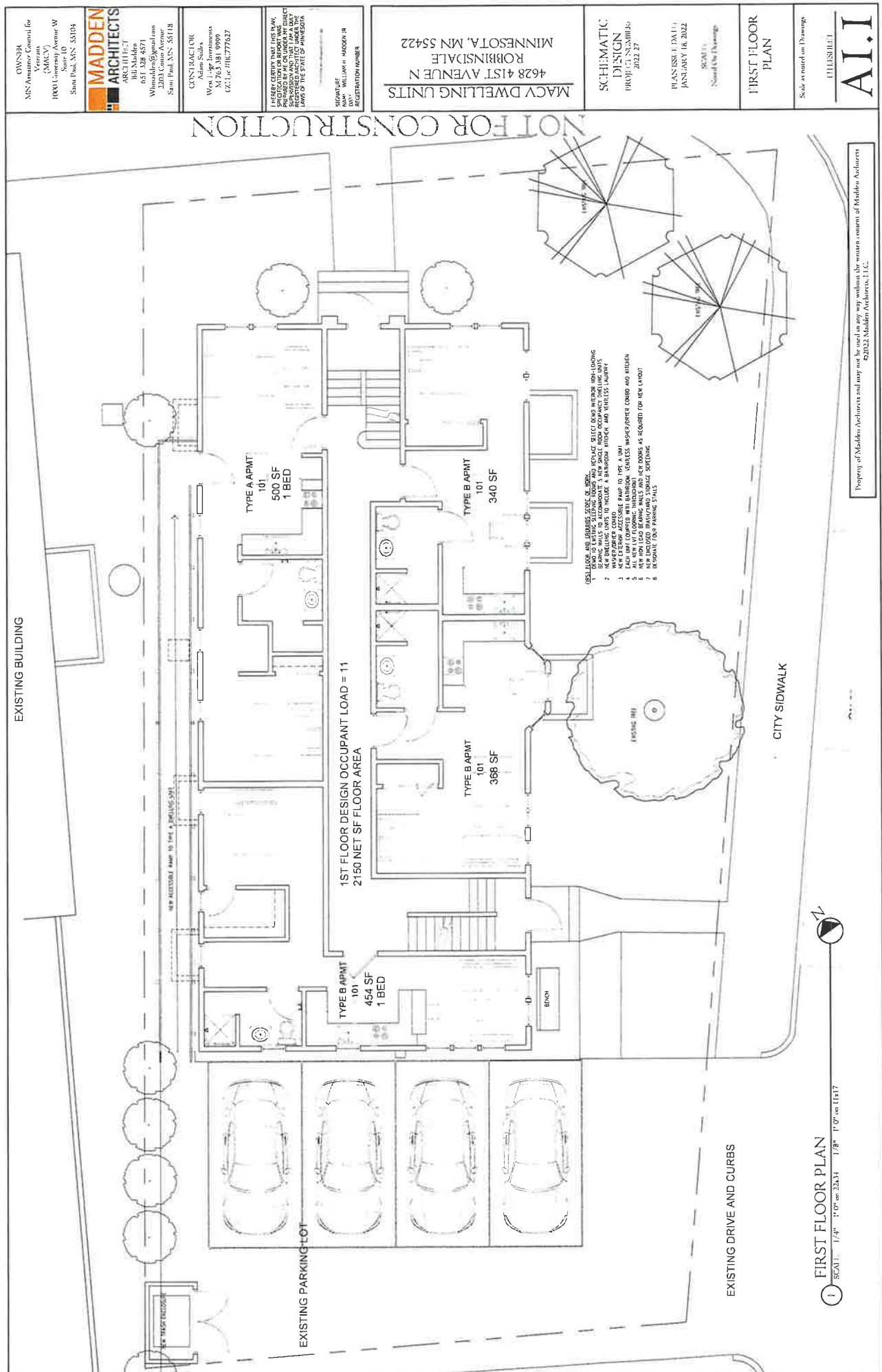
Map Comments:

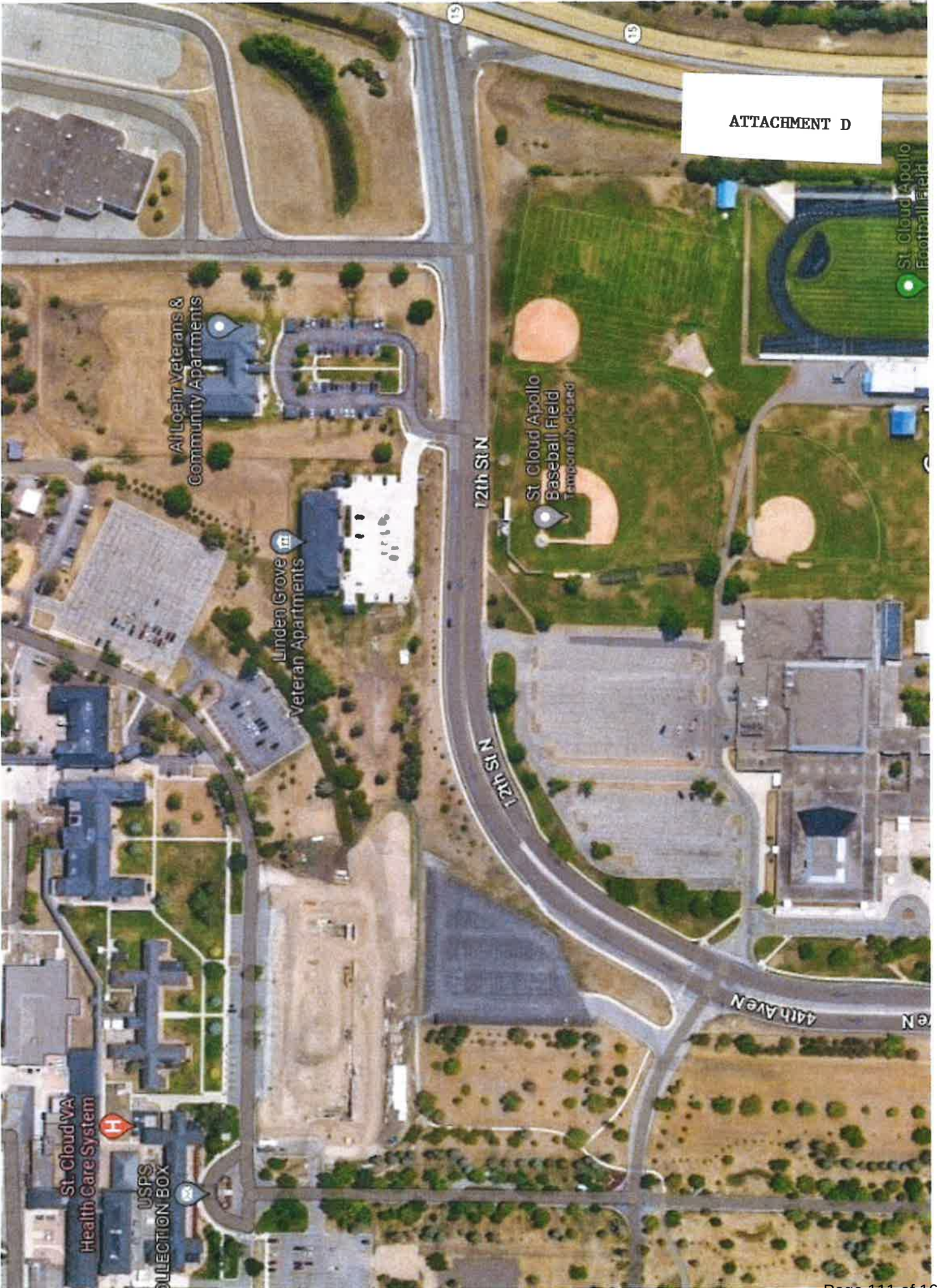
4628 41st Ave N
Conditional Use Permit C23-2
Variance Request V23-1
Minnesota Assistance Council for
Veterans

0 50 100 200 Feet
|-----|-----|-----|-----|

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

For more information, contact Hennepin County GIS Office
300 6th Street South, Minneapolis, MN 55487 / gis.info@hennepin.us





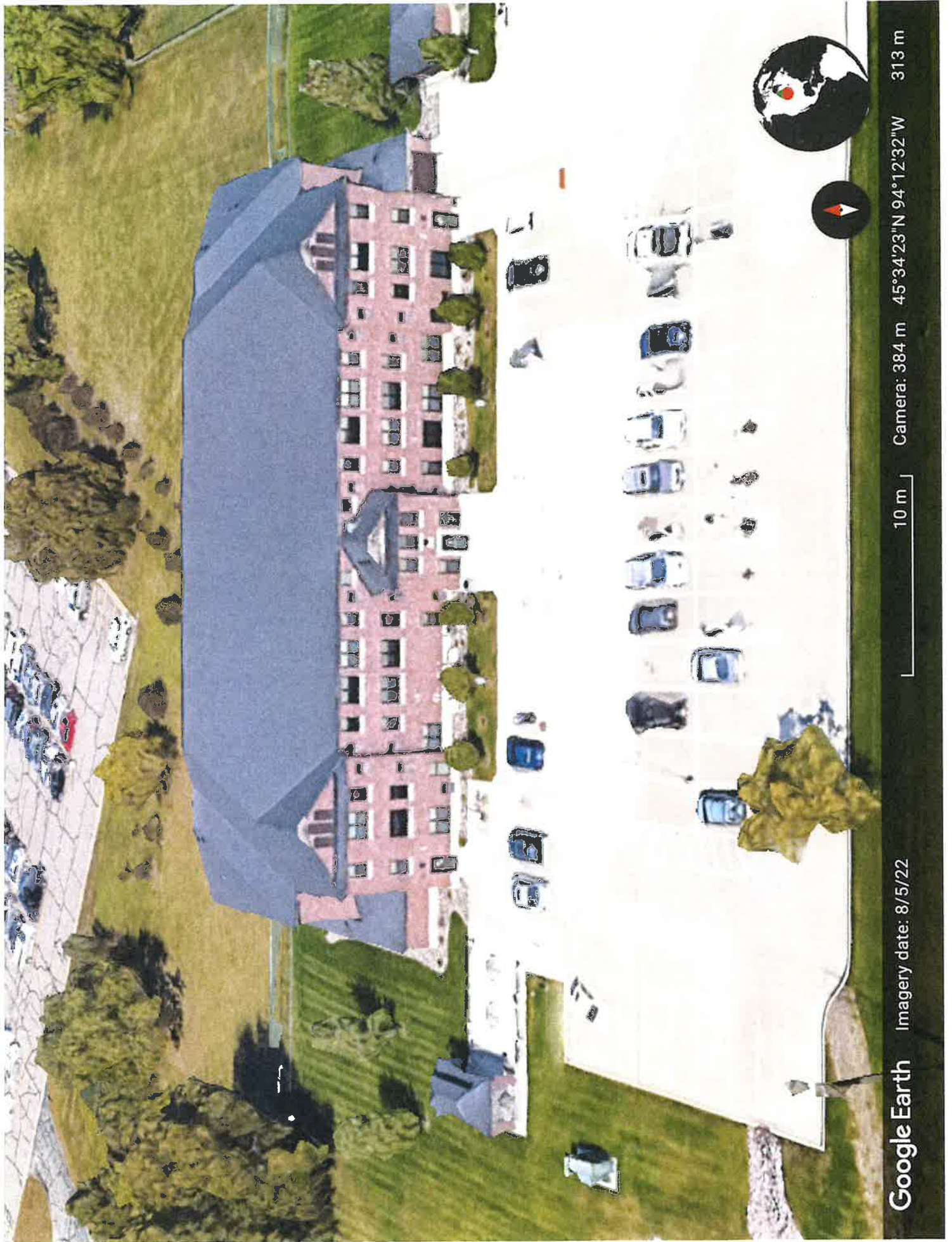
ATTACHMENT D



Google Earth

60 m

Camera: 685 m 45°34'23"N 94°12'29"W ...



Google Earth

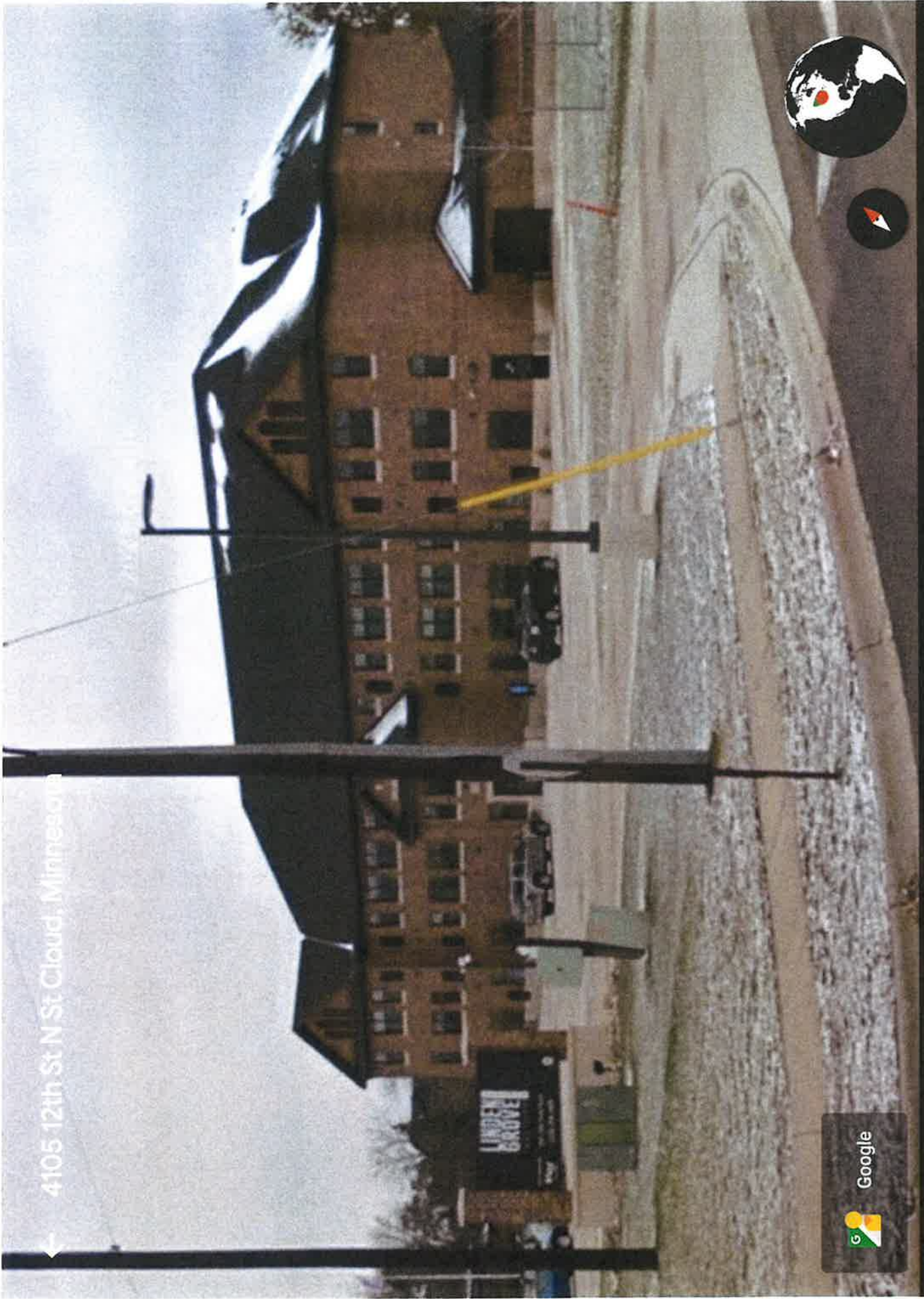
Imagery date: 8/5/22

10 m

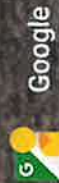
Camera: 384 m 45°34'23"N 94°12'32"W

313 m





← 4105 12th St N St Cloud, Minnesota



Google Earth
© 2023 Google

Camera: 319 m



Duluth

ATTACHMENT E

N 52nd Ave W

N 52nd Ave W

N 52nd Ave W

N 52nd Ave W

Ramsey St

Ramsey St

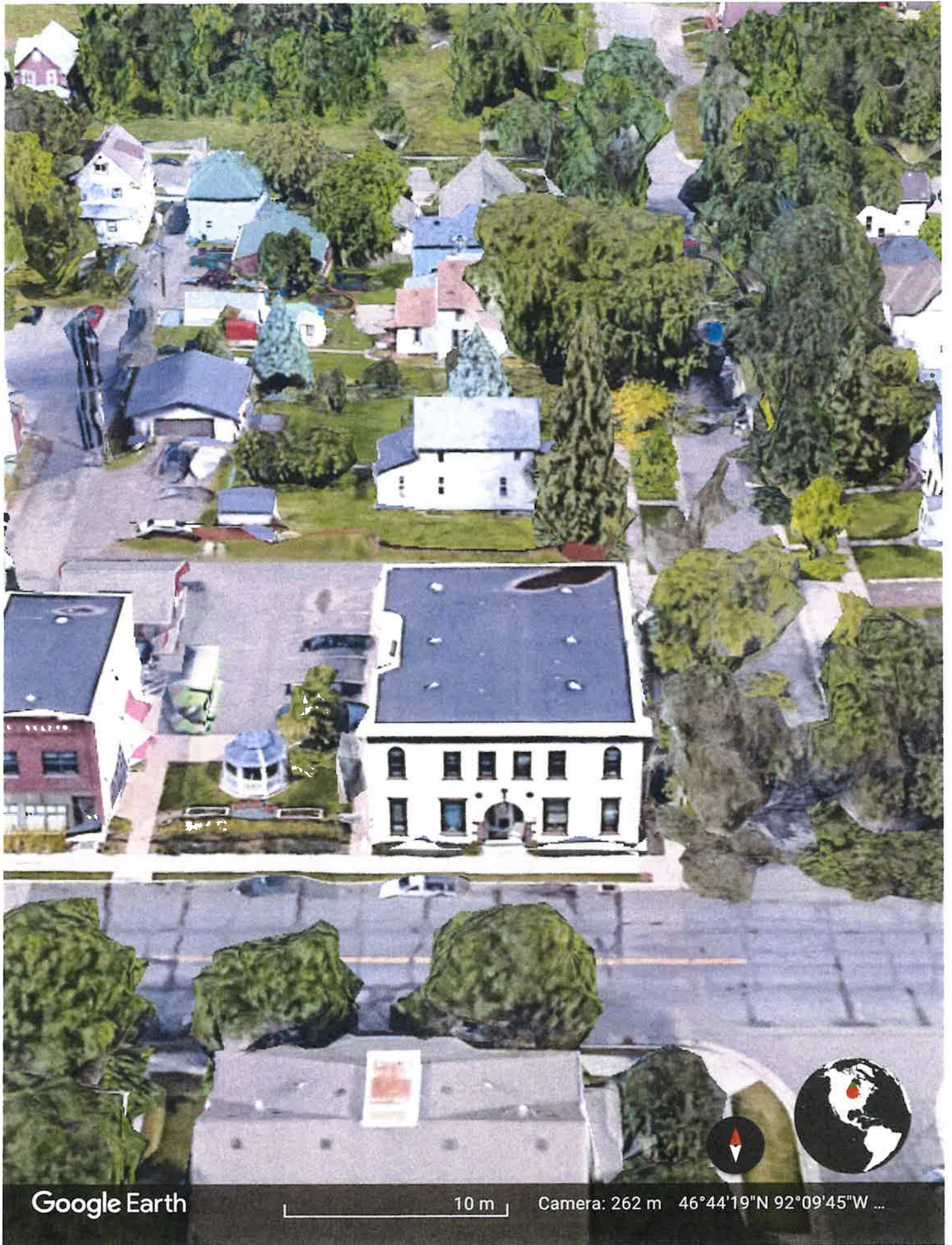
Ramsey St

Ramsey St

Ramsey St

Jimmy's Nuts &
Bolts / Towing

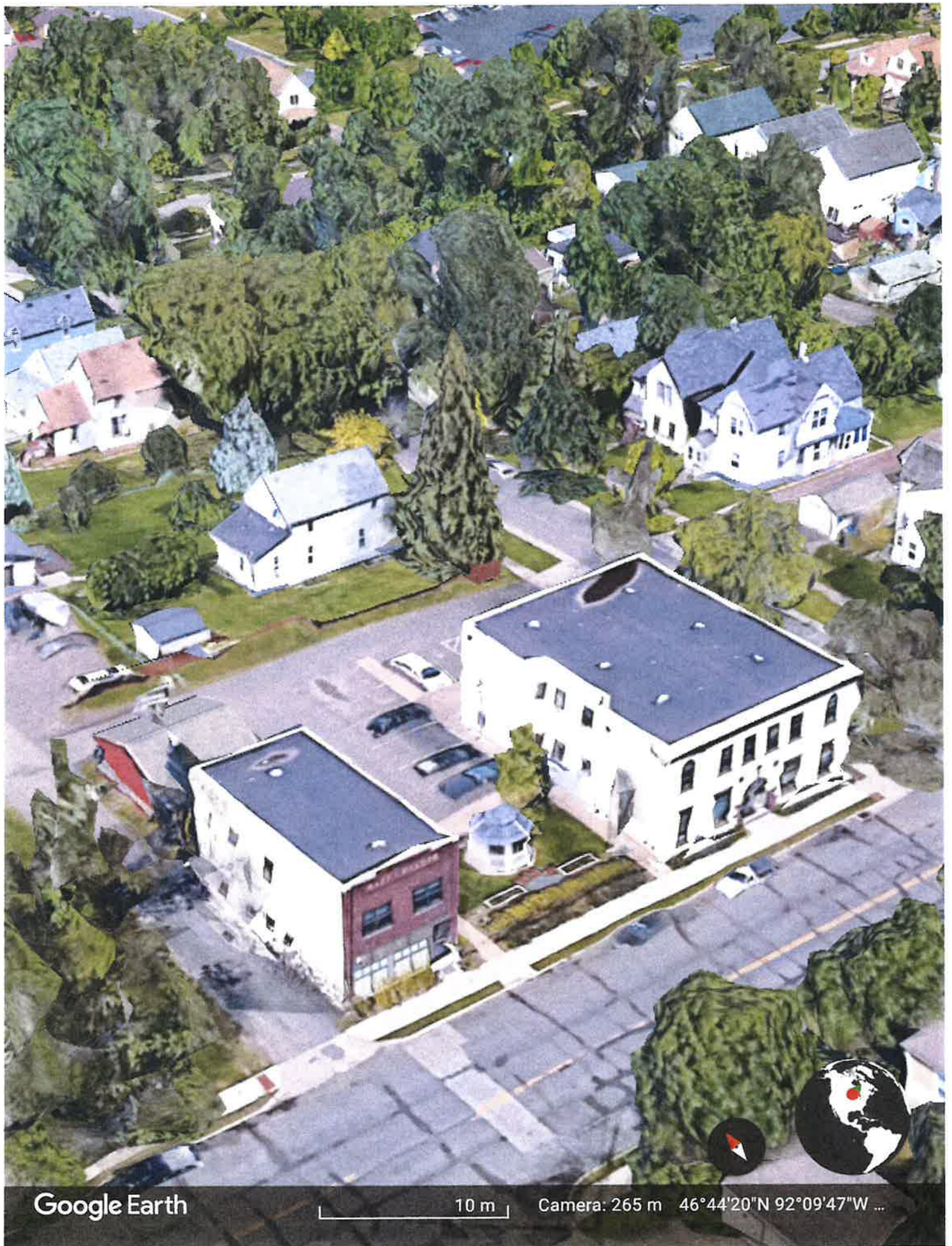
Minnesota Assistance
Council for Veterans

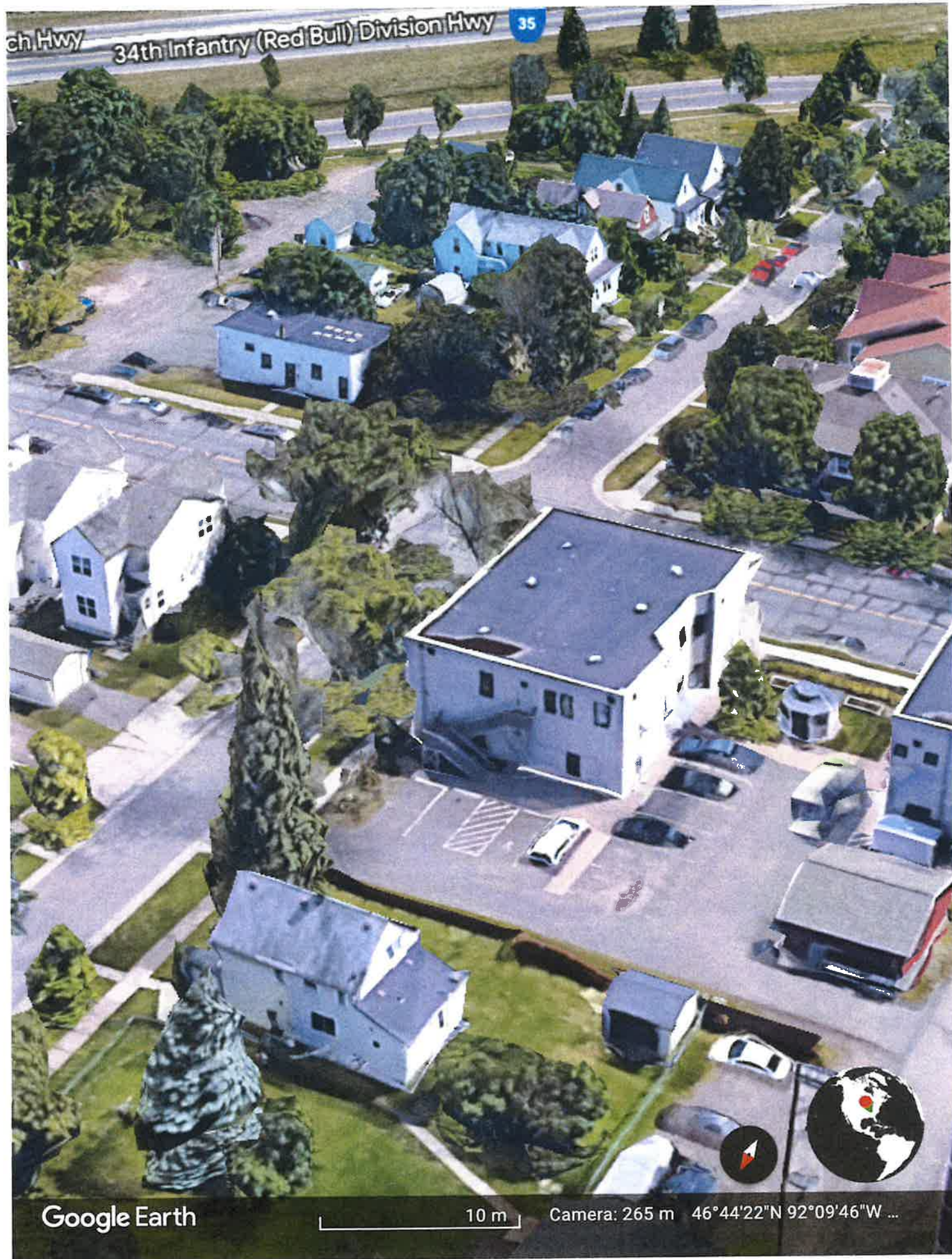


Google Earth

10 m

Camera: 262 m 46°44'19"N 92°09'45"W ...





ch Hwy 34th Infantry (Red Bull) Division Hwy

35

Google Earth

10 m

Camera: 265 m 46°44'22"N 92°09'46"W ...

ADMINISTRATIVE STAFF REPORT

APPLICANT: Minnesota Assistance Council for Veterans
(MACV)
CASE NO: V23-1, C23-1
ADDRESS: 4628 41st Ave. N.
PC DATE: February 16, 2023
APPLICATION DATE: December 19, 2022
PROCESSING DEADLINE: February 17, 2023 extended to April 18, 2023

ACTION/REQUEST:

On January 19, 2023 the Planning Commission tabled the conditional use and variance requests for the remodeling of the former Robin Hotel at 4628 41st Ave. N. The actions needed:

- Conditional use permit is needed because the second floor of the former Robin Hotel is being converted from eleven sleeping rooms to four apartments.
- Variances are needed because the concept plans do not comply with current standards for parking, lot area, useable open space and dimensional requirements for parking and multiple family (1 bedroom apartments) unit size.

The location is shown in **Attachments A & B**.

BACKGROUND/ANALYSIS:

Sara Riegle, Vice President for Property Operations for MACV had provided modified plans reducing the apartments from 5 to 4 and reconfiguring parking for four cars just prior to the January. Unfortunately, the changes did not eliminate the need for variances. The reconfigured parking would depend on significant encroachment on neighboring property (Broadway Court) and is not really workable unless a sizeable piece of land is conveyed, or an easement granted for the encroachment. The revised site plan is included as **Attachment C**.

The applicant has assumed that on-street parking would be available. In fact, a conditional use permit process is available which enables the City Council to permit the use of on-street parking for credit for required parking. However, this arrangement cannot be guaranteed in every situation.

Hubbard Ave. N.

The Hubbard Ave. N. right-of-way is ten feet smaller in width than the standard 60 feet local street. Consequently, fire trucks exiting the Public Safety site and returning are using all of the road width and even the driveway apron for the current Robin Hotel entrance. The four parking spaces shown on the site plan actually conflict with turning movements and there is significant congestion resulting from the intersection geometry with 41st Ave. N. and bus traffic.

In fact, the Fire Department has petitioned to remove on-street parking along Hubbard Ave. N. because of conflicts with the turning movements of fire apparatus – emergency vehicles.

Parking

Staff is in support of a variance to off-street parking standards. Some, or possibly a majority of the anticipated tenants will not have cars and providing spaces that will not be used makes sense. However, Ms. Riegle indicated at approximately 40% of the veterans do have vehicles and sadly, some have lived in their vehicles. The typical parking requirement in the downtown area would be one space per sleeping room and/or apartment. Therefore 15 spaces would be required. If only 40% of the tenants have vehicles, the actual parking needed for the site could be reduced from 15 to 6.

The most recent plan shows 4 off-street parking spaces, but with inadequate space on the site to maneuver into the spaces. As well, one of the spaces needs to be handicapped accessible.

RECAP, CORRECTIONS AND SUMMARY

Conditional use permit and variances

The property is in the B-3, Highway commercial zoning district. Hotels are a permitted use under the zoning, but the property does not conform to the zoning standards for hotels. Hotels require not less than 500 sq. ft. per (sleeping) unit. There is also one required parking space required per unit. The site is 6,370 sq. ft. in area which means that it is large enough for 12 units.

With the conversion of (presumably) 10 sleeping rooms into four one bedroom apartments, a conditional use permit is required for multiple family units which includes conformance with minimum size requirements, useable open space and as before, off-street parking.

Variances required:

- Reduction of required parking. 15 spaces are needed, one each for the 11 sleeping rooms and 4 one bedroom apartments. *The property as it currently is used has room for approximately 4 spaces which means it is deficient by 11 spaces. However, the spaces are not defined and almost any combination of the four spaces will not conform to dimensional standards, including necessary maneuvering space. The existing pavement encroaches onto the Broadway Court property.*
- Minimum lot area per unit. The hotel use of the property requires 500 sq. ft. per sleeping room and the multiple family use requires 1,500 sq. ft. per unit. The required lot area for the combination of sleeping rooms and one bedroom apartments is 11,500 sq. ft. in area. That means there is a lot area deficit of 5,130 sq. ft. dwelling units.
- The building requirements for multiple family units specify a minimum of 520 sq. ft. per unit. The conceptual building plans now show the one bedroom units

ranging in size from 340 sq. ft. to 500 sq. ft. in area. Eliminating one apartment enabled a fairly dramatic increase in size for the two larger units. The apartment concepts are like efficiencies without bedrooms being separate rooms with doors. Rather, closets create separation for sleeping spaces.

- The standards for useable open space per dwelling unit are not met. The zoning code specifies 150 to 300 sq. ft. of useable open space or building amenities for multiple family uses. The basement kitchen area, laundry and lawn areas provide some space, but is far below the standard. *The existing use of the site appears to "borrow" green space from the Broadway Court property.*

Findings for Conditional uses

The Planning Commission shall make findings of fact regarding any adverse effects of the proposed conditional use and what additional requirements may be necessary to reduce such adverse effects. Its judgment shall be based upon, but not limited to, the following factors:

1. Consistency with the City Comprehensive Plan. *The property is in the mixed use land use area which allows for high density residential often mixed with commercial uses.*
2. The geographical area involved. High density residential uses are appropriate in and near the downtown area. *The Hubbard market Place transit hub is nearby to provide transit service to residents who do not own cars.*
3. Whether such use will cause deterioration of the area in which it is proposed. *The housing is intended for very low income veterans and most do not have cars. For those that do have vehicles, there is not space for them and there needs to be a practical solution that does not require them to be parked on the street.*
4. The character of the surrounding area. *The downtown are provides a variety of building types.*
5. The demonstrated need for such use. *Preservation of housing for low-income veterans should satisfy a portion of the cities allocated need for affordable housing as projected by the Metropolitan Council.*
6. Whether the proposed use would cause odors, dust, flies, vermin, smoke, gas, noise or vibration, or would impose hazards to life or property in the neighborhood. *The property has minimal space for recreation and or on-site amenities. There have been complaints about the tenants of Robin Hotel loitering outside and smoking.*
7. Whether such use would inherently lead to or encourage disturbing influences in the neighborhood. *The Police have noted that all nuisance ordinances will be enforced and no criminal activity will be tolerated.*
8. Whether stored equipment or materials would be screened and whether there would be continuous operation within the visible range of surrounding residences. *There will be no outside storage other than a dumpster enclosure for solid waste management.*

Findings for variances

Section 535.05. Variances and Appeals

Subdivision 2. Authority/variances. The City Council, acting as the board of appeals and adjustments, upon the receipt of the recommendation of the Planning Commission, shall have the authority to consider and grant variances to the provisions of this code, including the expansion of nonconformities subject to the following:

(a) variances shall only be granted;

(1) when the variance is in harmony with the purposes and intent of the code;

Based upon the information provided so far, granting a variance to parking requirements would result in long term residential parking pressure on local streets in the downtown area exasperating congestion and

(2) when the variance is consistent with the comprehensive plan. ***Providing high density low income housing is consistent with the housing element of the comprehensive plan, but resulting parking congestion without a solution creates a nuisance.***

(b) as part of the determination of whether to grant a variance, the applicant may also be required to establish that there are practical difficulties in complying with this code. "Practical difficulties," as used in connection with the granting of a variance, means that:

(1) the property owner proposes to use the property in a reasonable manner not permitted by the code; ***The current use of the property is considered legal non-conforming. That means the current use can continue and the property maintained, but it cannot be increased in size or intensity. However, changing the use requires to property to be brought into conformance with current standards.***

(2) the plight of the landowner is due to circumstances unique to the property and not created by the landowner; ***The building was originally constructed in 1900 and moved to its current site in approximately 1958; and***

(3) the variance, if granted, will not alter the essential character of the locality. ***The variance to parking standards without a solution for the storage of vehicles exceeding the availability of space on the site will exasperate on-street parking congestion.***

The applicant has reduced density of their concept with the reduction of a one bedroom apartment and their plan reduces the density of the overall site. Unfortunately, the site would have to be almost twice as large as it is to reasonably accommodate the aesthetic, recreational and vehicular storage needs generated by the use.

Staff is still trying to encourage possibilities for off-site parking. Buying or leasing adjacent space may not be an answer and staff will not support a variance that effectively waives all or most of the required parking, because there will be negative neighborhood impact.

RECOMMENDATION:

1. Hold the public hearing.
2. Motion to table action regarding the conditional use permit and variance requests for 4628 42st Ave. N. to provide additional time to explore alternatives for off-site parking.

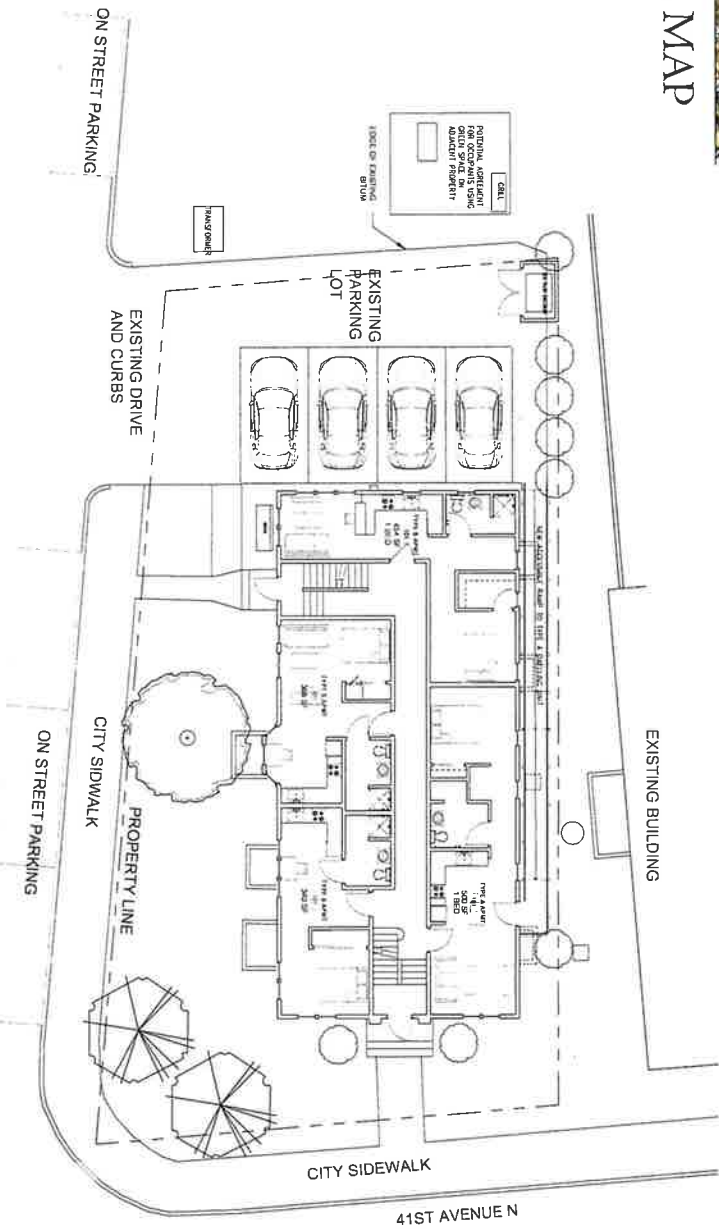


GENERAL BUILDING INFORMATION

GENERAL BUILDING INFORMATION

SHEET INDEX

- A0.0 SITE PLAN - 2 PARKING
A0.0a SITE PLAN - 4 PARKING
A1.0 BASEMENT LEVEL PLAN
A1.1 FIRST FLOOR PLAN
A1.2 SECOND FLOOR PLAN



SITE PLAN - FIRST LEVEL FLOOR PLAN

$\text{Sc}^{3+}\text{Al}^{3+}$	1.78°	1°O° and 22.54°	$1/16^\circ$	1°O° and 11.617°
--------------------------------	--------------	---	--------------	--



Property of Madden Architects and may not be used in any way without the written consent of Madden Architects
©2022 Madden Architects, LLC

©2022 Mullen Automotive, LLC

NOT FOR CONSTRUCTION

MACV DWELLING UNITS
4628 41ST AVENUE N
ROBBINSDALE
MINNESOTA, MN 55422

SIGNATURE
NAME WILLIAM H MADDEN J
DATE
REGISTRATION NUMBER

CONTRACTOR
Adam Sillies
West Edge Investment
M 763 381 9999
CIC Inc 11K777622

OWNER
Min. Assistant Council for
Veterans
(MACV)
1000 University Avenue W
Suite 10
Saint Paul, MN 55104



MADDEN
ARCHITECTS

I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION OR REPORT WAS
PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY
REGISTERED ARCHITECT UNDER THE
LAWS OF THE STATE OF MINNESOTA

SCHEMATIC
DESIGN
PROJECT NUMBER:
2022.27

PLANESU DATI
JANUARY 18, 2022SCIENCE
and the
EnvironmentSITE: PLAN
4 PARK

Scale as noted on Drawing

AO.02

(NACV)
1000 University Avenue W
Suite 10
Saint Paul, MN 55104



MADDEN
ARCHITECTS

Bill Madden
651.328.4571
Wlmadden@jpsnet.com
2203 Cuming Avenue
Saint Paul, MN 55118

CONTACTOR
Adam Suller
West Ridge Investments
M 763 381 9999
CALL 1-800-777-7627

HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A QUALIFIED REGISTERED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE:
NAME WILLIAM H MADDEM JR

MACV DWELLING UNITS
4628 41ST AVENUE N
ROBBINSDALE
MINNESOTA, MN 55422

SCHISMATIC
DESIGN
PROJECT NUMBER:
2022.27

MANUSCRIPT DATE: JANUARY 18, 2022

— **NAME**
Signed On _____

FIRST LOOK PLAN

Scale as noted on drawing.

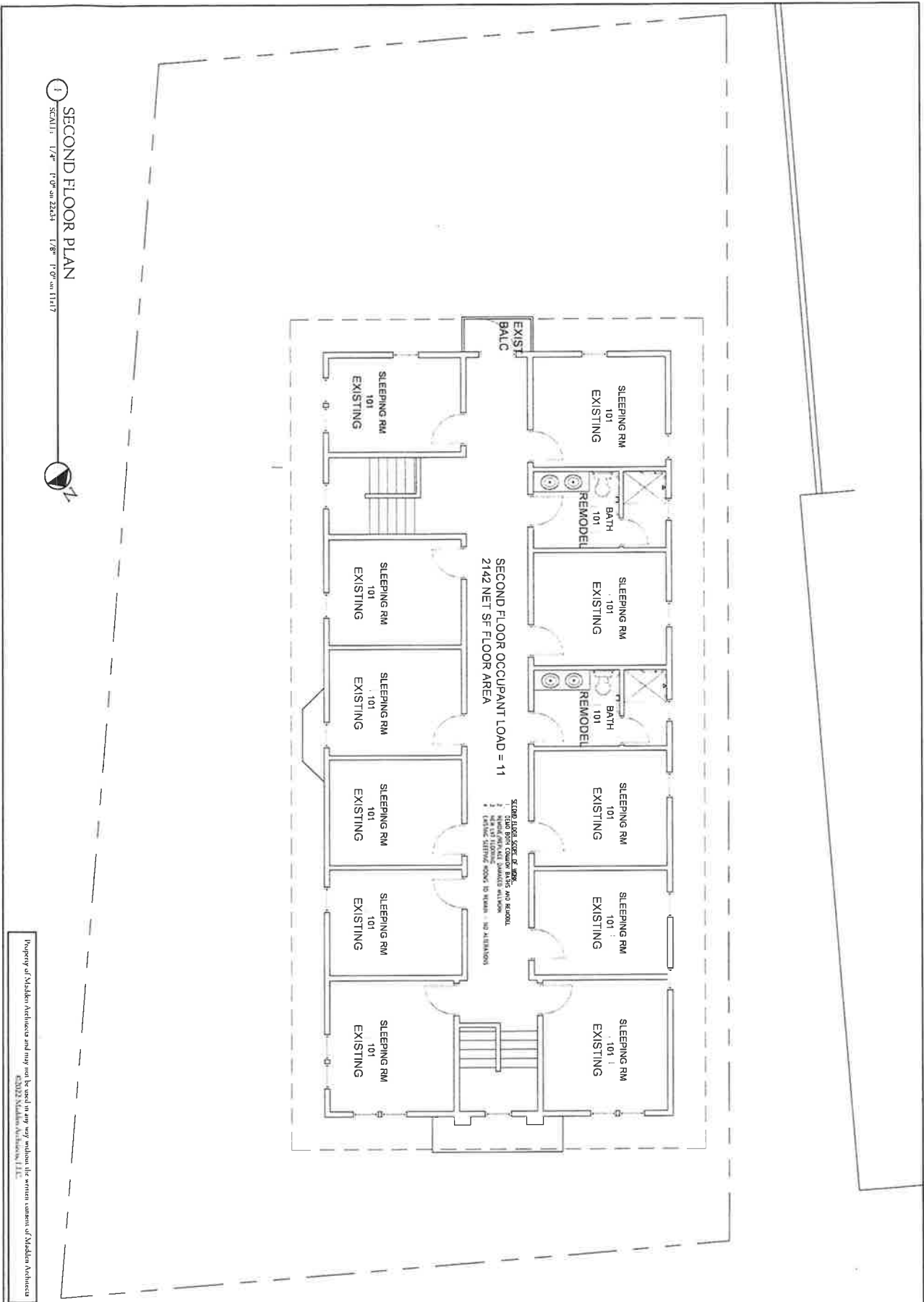
A1.1

FIRST FLOOR PLAN

SCAL 1 1/4" 1" 0" on 22.14 1/8" 1" 0" on 11.17

Property of Madden Architects and may not be used in any way without the written consent of Madden Architects
©2022 Madden Architects LLC

NOT FOR CONSTRUCTION



MACV DWELLING UNITS
4628 41ST AVENUE N
ROBBINSDALE
MINNESOTA, MN 55422

NOT FOR CONSTRUCTION

OWNER
N.A. Associates, General for
(MADCC)
1000 University Avenue, W
Suite 10
Saint Paul, MN 55104

ARCHITECT
MADDEN
651.328.4571
Whitaker@madden.com
2202 University Avenue
Saint Paul, MN 55114

CONTRACTOR
Adam Salles
Wetlog Investments
MN 763.381.9999
CC 1.0 08/27/2027

DATE
2022.07.27

PROJECT NUMBER
2022.27

PLAN SHEET
101.125 (REV)
A1.2

ADMINISTRATIVE STAFF REPORT

APPLICANT: Minnesota Assistance Council for Veterans
CASE NO: C23-2, V23-1
ADDRESS: 4628 41st Ave. N.
PC DATE: January 19, 2023
APPLICATION DATE: December 19, 2022
PROCESSING DEADLINE: February 17, 2023

ACTION/REQUEST:

Sara Riegel on behalf of the Minnesota Assistance Council for Veterans (MACV) has applied for a conditional use permit and variances to update and remodel the former Robin Hotel located at 4628 41st Ave. N. The location is shown in **Attachments A & B**.

BACKGROUND/ANALYSIS:

MACV has acquired the property and intends to remodel the 21 sleeping room hotel/rooming house to 5 single bedroom apartments and 11 single occupancy sleeping rooms. The concept for remodeling is provided as **Attachment C**.

The building was originally constructed in 1900 in the 4000 block of Hubbard Ave. N. and called the Elwood Hotel. In the late 1950's, the building was moved to its present location on the corner of 41st Ave. N. and Hubbard Ave. N.



The building has been considered legal non-conforming as the use has not changed significantly since it was built. Remodeling the building requires that the building be brought into conformity with current codes and standards. The building in its current form is two stories of single occupancy sleeping rooms with shared bathrooms. There is also a basement with a kitchen, storage and laundry area.

The building can be updated in a number of ways to comply with current standards such as the addition of fire sprinklers. However, there are also aspects of the site, or building that cannot be feasibly updated and require variances which include the size of the apartments and significantly, lack of off-street parking.

Conditional use permit and variances

The property is in the B-3, Highway commercial zoning district. Hotels are a permitted use under the zoning, but the property does not conform to the zoning standards for hotels. Hotels require not less than 500 sq. ft. per (sleeping) unit. There is also one required parking space required per unit. The site is 6,370 sq. ft. in area which means that it is large enough for 12 units.

With the conversion of (presumably) 10 sleeping rooms into five one bedroom apartments, a conditional use permit is required for multiple family units which includes conformance with minimum size requirements, useable open space and as before, off-street parking.

Variances required:

- Reduction of required parking. 17 spaces are needed, one each for the 11 sleeping rooms and 5 one bedroom apartments. *The property as it currently is used has room for approximately 4 spaces which means it is deficient by 17 spaces.*
- Minimum lot area per unit. The hotel use of the property requires 500 sq. ft. per sleeping room and the multiple family use requires 7,500 sq. ft. per unit. The required lot area for the combination of sleeping rooms and one bedroom apartments is 13,000 sq. ft. in area. That means there is a lot area deficit of 6,630 sq. ft. dwelling units.
- The building requirements for multiple family units specify a minimum of 520 sq. ft. per unit. The conceptual building plans show the one bedroom units ranging in size from 287 sq. ft. to 368 sq. ft. in area. The apartment concepts are like efficiencies without bedrooms being separate rooms with doors.
- The standards for useable open space per dwelling unit are not met. The zoning code specifies 150 to 300 sq. ft. of useable open space or building amenities for multiple family uses. The basement kitchen area, laundry and lawn areas provide some space, but is far below the standard.

Findings for Conditional uses

The Planning Commission shall make findings of fact regarding any adverse effects of the proposed conditional use and what additional requirements may be necessary to

reduce such adverse effects. Its judgment shall be based upon, but not limited to, the following factors:

1. Consistency with the City Comprehensive Plan. ***The property is in the mixed use land use area which allows for high density residential often mixed with commercial uses.***
2. The geographical area involved. High density residential uses are appropriate in and near the downtown area. ***The Hubbard market Place transit hub is nearby to provide transit service to residents who do not own cars.***
3. Whether such use will cause deterioration of the area in which it is proposed. ***The housing is intended for very low income veterans who do not have cars. If they acquire vehicles, there is not space for them and they should relocate to where there is off-street parking available.***
4. The character of the surrounding area. ***The downtown are provides a variety of building types.***
5. The demonstrated need for such use. ***Preservation of housing for low-income veterans should satisfy a portion of the cities allocated need for affordable housing as projected by the Metropolitan Council.***
6. Whether the proposed use would cause odors, dust, flies, vermin, smoke, gas, noise or vibration, or would impose hazards to life or property in the neighborhood. ***The property has minimal space for recreation and or on-site amenities. There have been complaints about the tenants of Robin Hotel loitering outside and smoking.***
7. Whether such use would inherently lead to or encourage disturbing influences in the neighborhood. ***The Police have noted that all nuisance ordinances will be enforced and no criminal activity will be tolerated.***
8. Whether stored equipment or materials would be screened and whether there would be continuous operation within the visible range of surrounding residences. ***There will be no outside storage other than a dumpster enclosure for solid waste management.***

Findings for variances

Section 535.05. Variances and Appeals

Subdivision 2. Authority/variances. The City Council, acting as the board of appeals and adjustments, upon the receipt of the recommendation of the Planning Commission, shall have the authority to consider and grant variances to the provisions of this code, including the expansion of nonconformities subject to the following:

- (a) variances shall only be granted;
 - (1) when the variance is in harmony with the purposes and intent of the code; and
 - (2) when the variance is consistent with the comprehensive plan. (Added, Ord. No. 11-14)
- (b) as part of the determination of whether to grant a variance, the applicant may also be required to establish that there are practical difficulties in complying with this code. "Practical difficulties," as used in connection with the granting of a variance, means that:

- (1) the property owner proposes to use the property in a reasonable manner not permitted by the code;
- (2) the plight of the landowner is due to circumstances unique to the property and not created by the landowner; and
- (3) the variance, if granted, will not alter the essential character of the locality.

Staff has not yet formulated recommendations regarding the variances needed for the property. The residents are expected to be fairly high-turn-over with aspirations of transitioning to more permanent housing. The lack of parking is a concern and staff is looking to the provider to see if tenants would be allowed to have cars. Perhaps a stipulation for residency could be that cars are not allowed as there is no provision for them. On-site parking will be reserved for drop-off and whatever staff that will be officed on site.

Recent apartment developments in Robbinsdale have required one parking space per bedroom. In the downtown area, one parking space per unit is required. Traditionally, one and one half spaces per unit has been the requirement beyond the downtown area. Clare Terrace at 36th and France Ave. N. was allowed to have fewer parking spaces as their tenants mostly do not drive. However, they provided “proof of parking” meaning that green space on the site could be converted to parking if it were needed.

RECOMMENDATION:

1. Hold the public hearing.
2. Motion to table action regarding the conditional use permit and variance requests for 4628 41st Ave. N. in order to provide additional detail regarding the staffing impacts and mechanisms for managing congestion on the property.

PROJECT
SITE

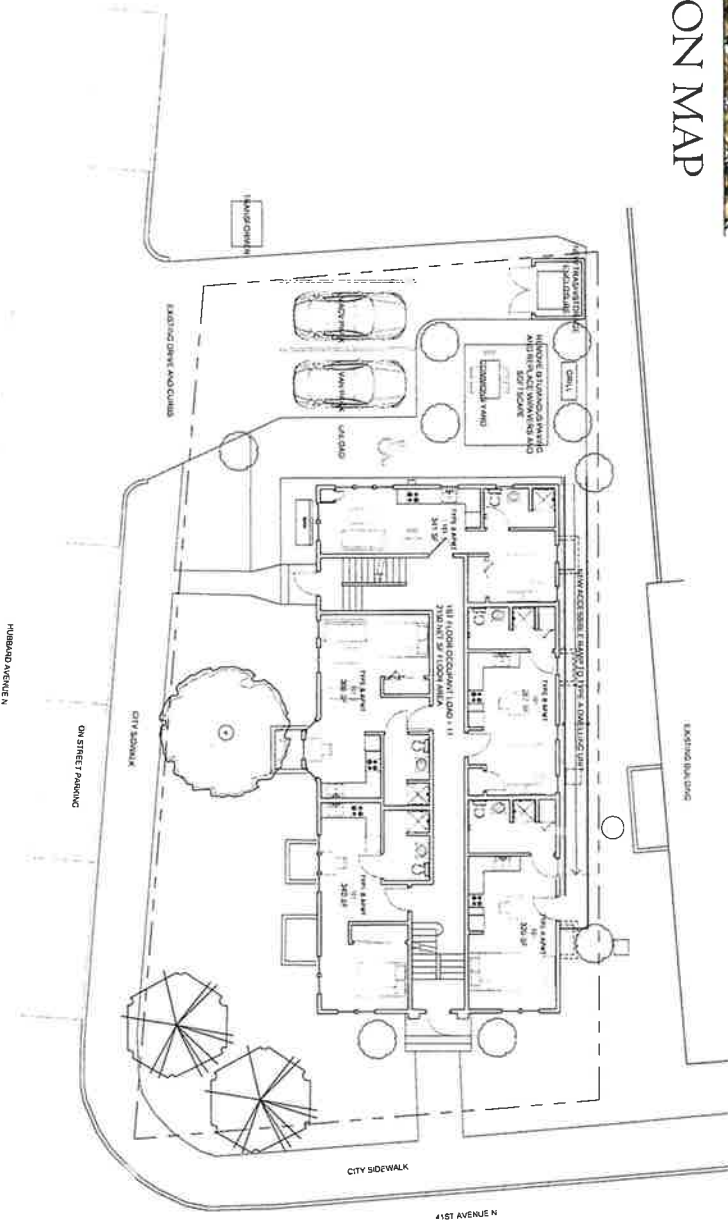
GENERAL BUILDING INFORMATION

[illegible]

SHEET INDEX

- A0.0 SITE PLAN - MAIN FLOOR PLAN
A1.0 BASEMENT LEVEL PLAN
A1.1 FIRST FLOOR PLAN
A1.2 SECOND FLOOR PLAN

SITE PLAN - FIRST LEVEL FLOOR PLAN



Property of Madden Architects and may not be used in any way without the written consent of Madden Architects
©2022 Madden Architects, LLC

NOT FOR CONSTRUCTION

MACV DWELLING UNITS
4628 41ST AVENUE N
ROBBINSDALE
MINNESOTA, MN 55422

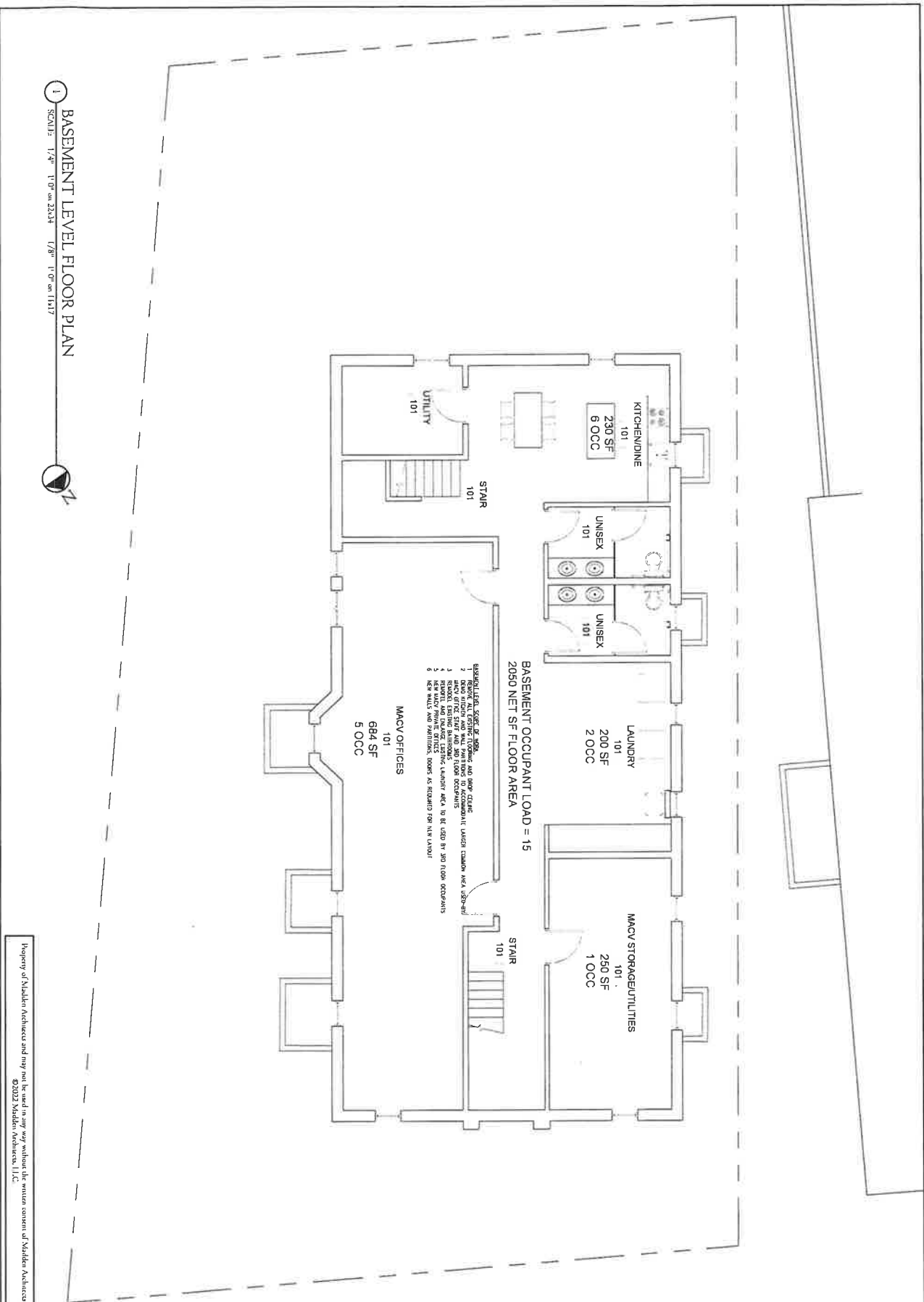
THEIR CLAY. THE FIRM'S
SPECIALIZATION IN RETROFIT WALL
PANELS BY THE ON UNDER CIRCUM-
STANCES AND THAT I AM A DUTY
REPRESENTATIVE OF THE FIRM. THE
NAME OF THE FIRM IS "MONTGOMERY"

CONTRACTOR
Adam Sullivan
West Edge Investments
M763 361 9999
Cell: 616 777 6227

AKC111171
Bill Madden
651 328 4571
Wmadden@gnail.com
2203 Cuno Avenue
Saint Paul, MN 55118

OWNIER
NIN Assistance Counsel for
V elections
(NACV)
1000 University Avenue W
Suite 10
Saint Paul, MN 55104

Page 133 of 160



1. BASEMENT LEVEL FLOOR PLAN

SCALE: 1/4" = 1'-0" OR 22.54 1/8" = 1'-0" OR 11.17

Property of Madden Architects and may not be used in any way without the written consent of Madden Architects ©2022 Madden Architects, LLC

AI.0

Scale as noted on Drawing

11/13/2021

BASEMENT
LIVE/FLOOR
PLAN

Scale: 1/4" = 1'-0"

Project: MACV

Plan: 10/11/2021

Project: MACV

2022.27

SCHEMATIC
DESIGN
PROJECT: MACV
2022.27

MACV DWELLING UNITS
4628 41ST AVENUE N
ROBBINSDALE
MINNESOTA, MN 55422

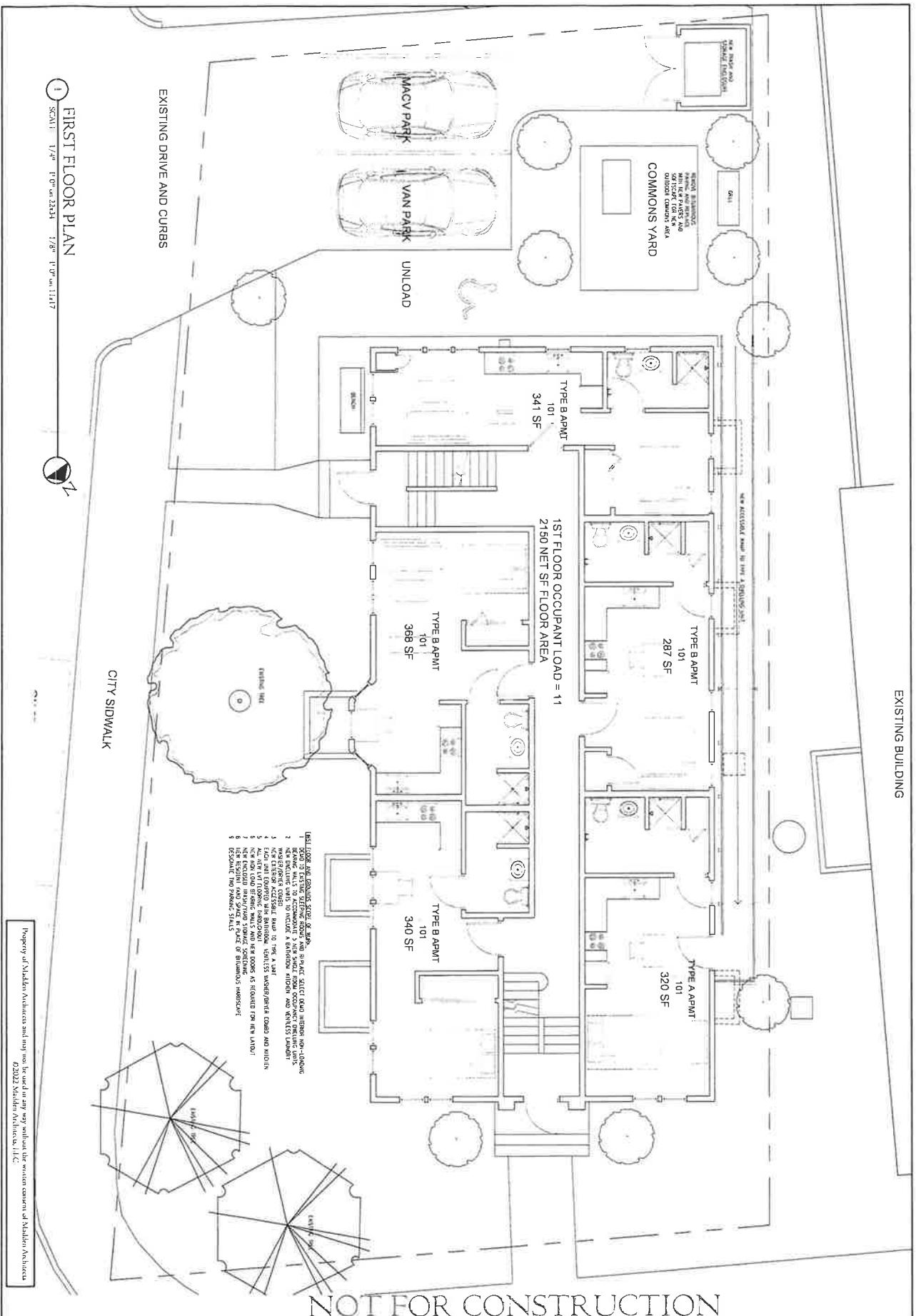
SIGNATURE
NAME: WILLIAM H. MADSEN JR.
REGISTRATION NUMBER: 0000000000

1. I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly Licensed Professional Engineer in the State of Minnesota.

CONTRACTOR
Name: William H. Madsen Jr.
Address: 1000 University Avenue NW
City: St. Paul, MN 55104
State: MN
Registration Number: 0000000000

MADDEN ARCHITECTS
ARCHITECTS
1000 University Avenue NW
St. Paul, MN 55104
Phone: 651.328.4571
Fax: 651.328.4572
Website: www.maddenarchitects.com
Email: info@maddenarchitects.com

OWNER:
MN Veterans Council for
Veterans
(MACV)
1000 University Avenue NW
St. Paul, MN 55104
Phone: 651.328.4571
Fax: 651.328.4572
Website: www.maddenarchitects.com
Email: info@maddenarchitects.com



OWNER
Madden Architects
1000 University Avenue W
Suite 10
Saint Paul, MN 55104

ARCHITECTS
Madden Architects
651.328.4571
Wmadden@macv.com
2203 Cedar Avenue
Saint Paul, MN 55118

CONSULTANTS
Adam Shih
West Edge Interiors
5703 34th Avenue
St. Paul, MN 55118

MACV DWELLING UNITS
4628 41ST AVENUE N
ROBBINSDALE
MINNESOTA, MN 55422

SCHEMATIC DESIGN
PROJECT NUMBER:
2022.27

DATE: 10/11/22
BY: [Signature]

NOT FOR CONSTRUCTION

Scale as noted on Drawings
1"=10'-0"

AI.I

CONTRACTOR
Adrian Sella
Wesley Investments
M 763 381 9999
CCLac HIR 777627

I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE
NAME WILLIAM H. MADDOEN
DATE
REGISTRATION NUMBER 4

MACV DWELLING UNITS
4628 41ST AVENUE N
ROBBINSDALE
MINNESOTA, MN 55422

SCHEMATIC
DESIGN
PROJECT NUMBER:
2022 27

PLAN EST.: PLAN:
JANUARY 10, 2022

SCAD.
New Orleans, Louisiana

SECOND FLOOR

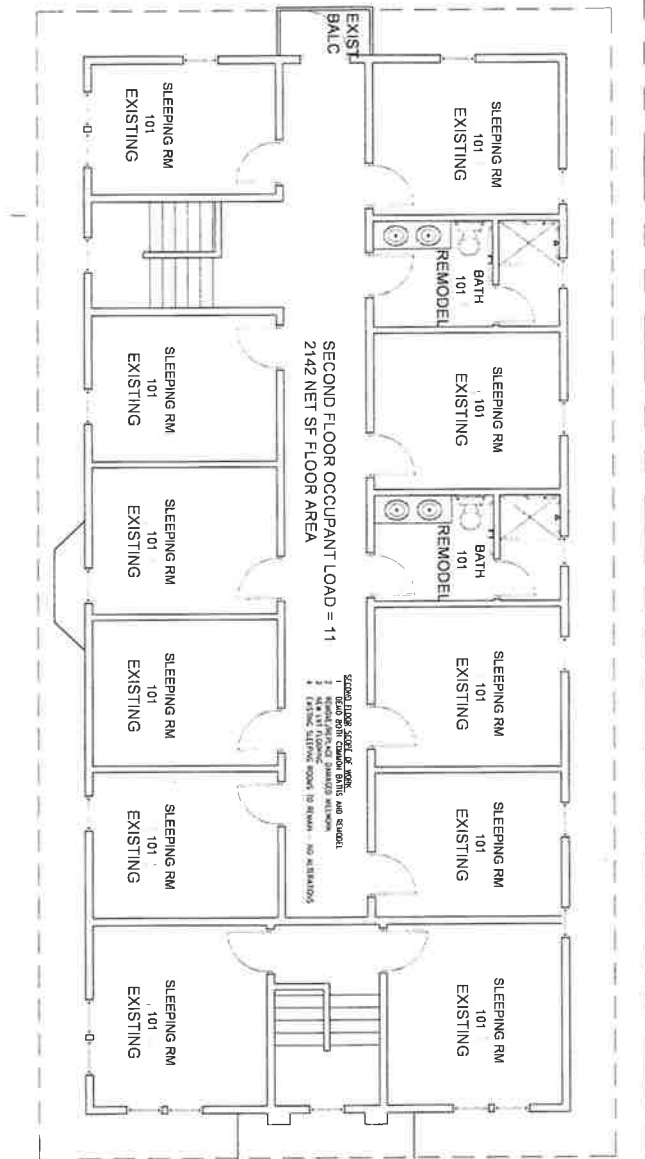
Scale as noted on Drawings.

11135111

A1.2

Property of Madden Architects and may not be used in any way without the written consent of Madden Architects
©2022, Madden Architects, LLC

NOT FOR CONSTRUCTION



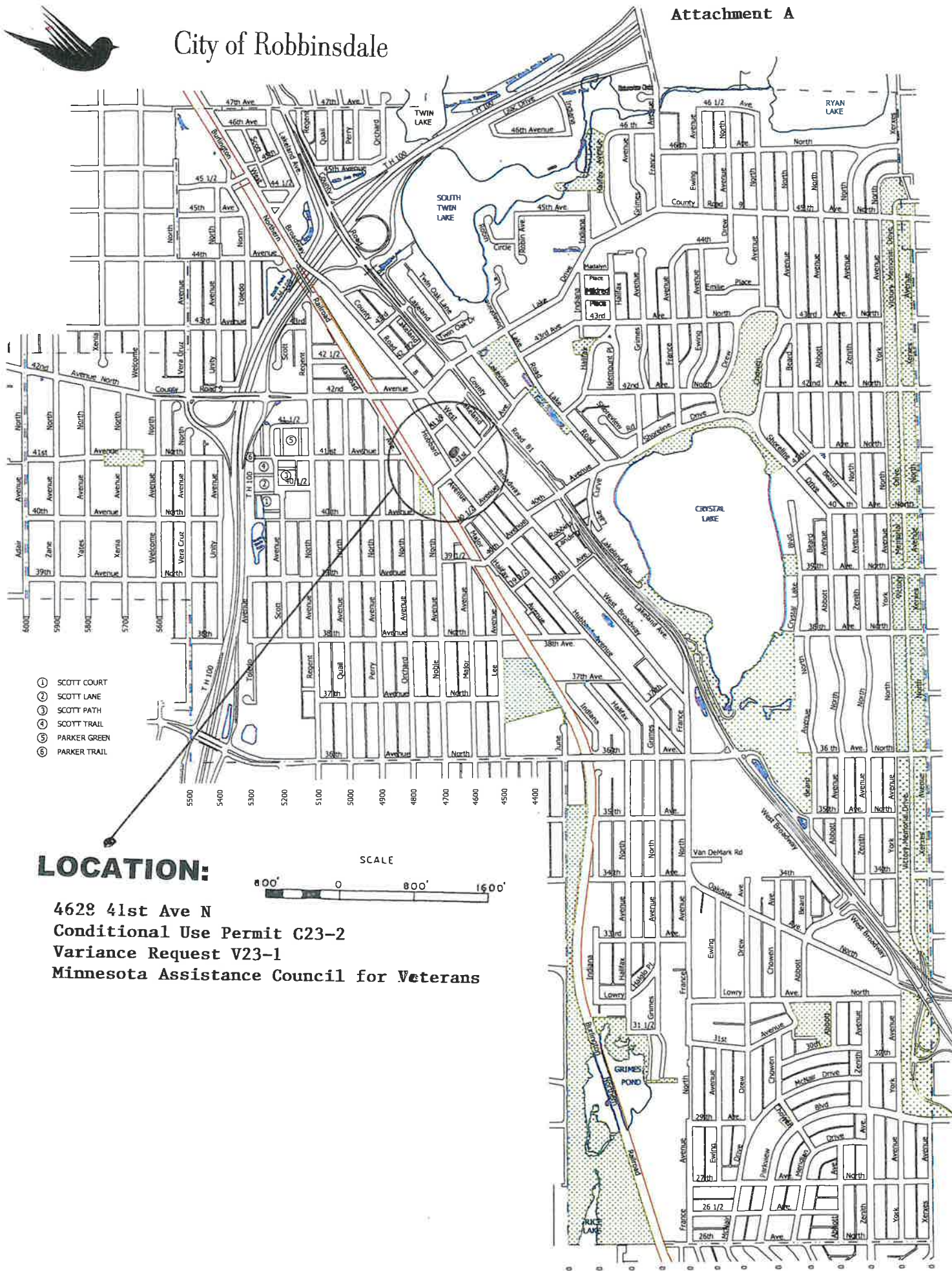
1 SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0" on 22.34 1/8" = 1'-0" on 11.17





City of Robbinsdale

Attachment A



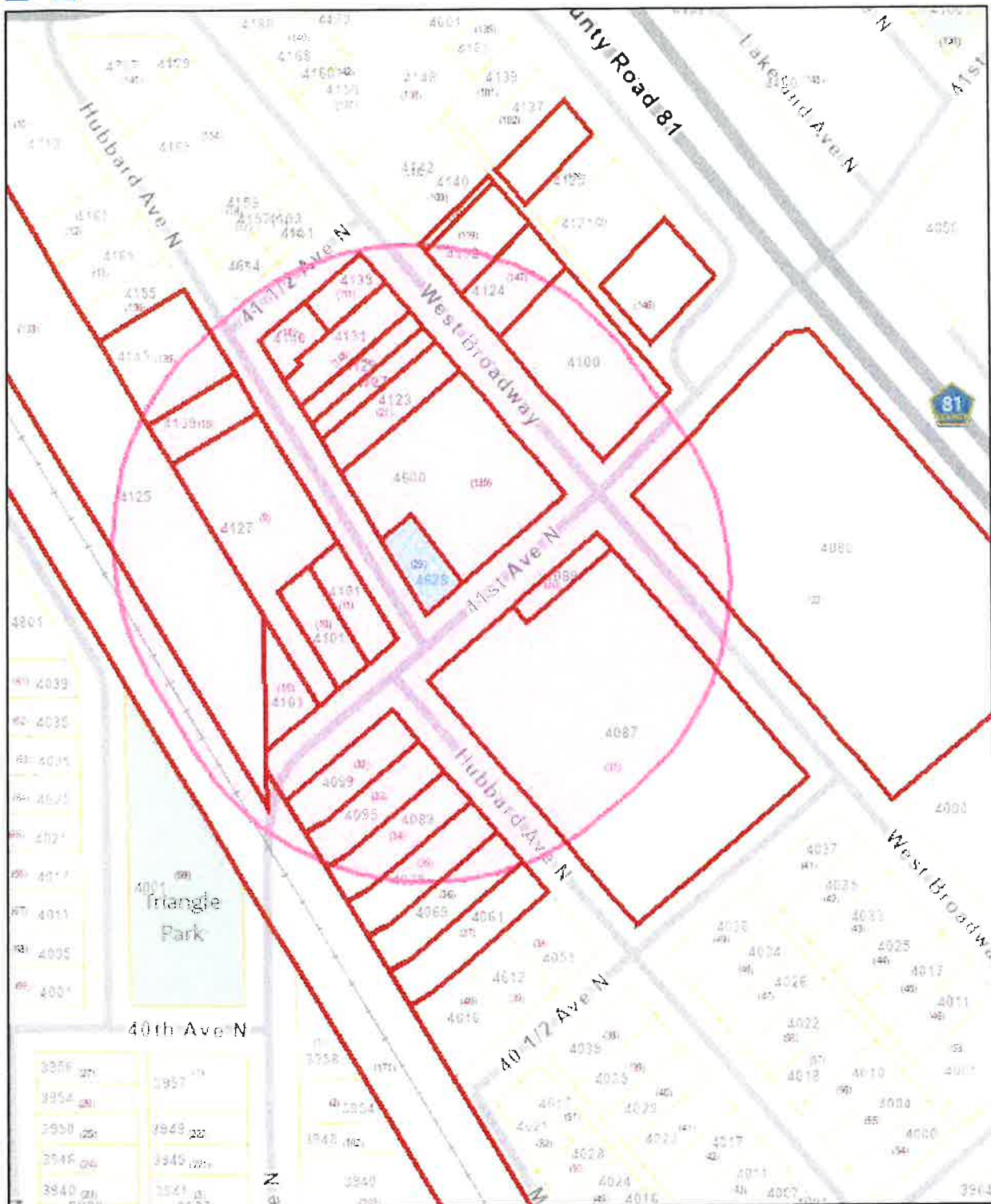
LOCATION:

4628 41st Ave N
Conditional Use Permit C23-2
Variance Request V23-1
Minnesota Assistance Council for Veterans



Hennepin County Locate & Notify Map

ATTACHMENT B



Buffer Size: 350

Map Comments:

4628 41st Ave N
Conditional Use Permit C23-2
Variance Request V23-1
Minnesota Assistance Council for
Veterans

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

For more information, contact Hennepin County GIS Office
300 6th Street South, Minneapolis, MN 55487 / gis.info@hennepin.us



10 February 2023

City of Robbinsdale Planning Commission
City of Robbinsdale
4100 Lakeview Ave. No
Robbinsdale, MN 55422

We are writing to express our opposition to Variance V23-1 and the Conditional Use Permit C23-2. Variance V23-1, which actually includes three separate variance requests, should not be granted, for a number of reasons, including those detailed below.

- 1) The existing property and land is not large enough to accommodate the proposed use and the number of occupants. The existing property and land does not have the necessary outside space to accommodate the occupants living there. Finally, there is insufficient parking space available given the suggested use. Robbinsdale has a vibrant downtown, and the availability of parking is already a significant issue. Given the limited number of spaces at the proposed property it would only further exasperate the problem and negatively impact the surrounding neighbors. All of these issues, necessarily impact neighboring businesses, municipal services, including the fire department, and Sacred Heart Church and School
- 2) With regards to the Conditional Use Permit C23-2, the property is not zoned for multiple family housing and it is not large enough to accommodate such a request. Our objections are similar to those detailed above. Once again, it will disproportionately impact the neighboring businesses, municipalities, and Sacred Heart Church and School.
- 3) While we have safety protocols already in place to keep Sacred Heart School's student body and staff safe, we understand some of the potential occupants may be coming from homeless situations and may have criminal records. The safety of our children, which encompasses preschool through eighth grade, our staff, and our parishioners, is our paramount concern. Given the proximity of the School, playground, and Church to the proposed housing, is Sacred Heart going to need additional security and safety measures in place to ensure the safety of the children, staff, parishioners, and any other guests on the Sacred Heart campus? How is the MN Assistance Council for Veterans going to ensure the safety of the surrounding neighborhood? We also have many elderly people who attend our church, which is directly across the street – the same question as those raised above applies. Finally, while we have safety protocols in place, we also try to maintain an open campus for the Church and School. How do we maintain such a campus in light of potential safety and security concerns?

Bottom line question or concern is the safety of our students and parishioners. Will this new housing and its intended use pose additional risk to the safety of our students and parishioners and, if so, how will that risk be addressed?

Sincerely,

Mary Daugherty
Business Administrator
Sacred Heart Church and School

The Church of the Sacred Heart | 4087 W Broadway, Robbinsdale, Minnesota 55422
T: 763.537.4561; | contact@shrmn.org | www.shrmn.org

Jan 19, 2023

Hi Rick,

I was hoping that we might have a representative from Sacred Heart able to attend this Public Hearing tonight as I am not available. We may still have someone attend, however in the event we do not, I guess the main concern that we have at Sacred Heart is that we operate a school with young children on our playground during the day during the school year. Obviously, we have safety protocols already in place to keep our student body safe, but based on the potential for some of these clients with criminal records for this new potential housing at the location in question, are we going to need any additional security or safety measures instituted to ensure there are no issues. We also have elderly people who attend our church, which is directly across the street – the same question applies.

Bottom line question or concern is the safety of our students and parishioners. Will this new housing and its intended use pose additional risk to the safety of our students and parishioners and, if so, how will that risk be addressed?

Thanks.

Mary C. Daugherty
Business Administrator
Sacred Heart Catholic Church & School
4087 West Broadway Ave No
Robbinsdale, MN 55422

Jan 10, 2023

Hi Rick,

We received a copy of a public hearing notice related to 4628 41st Ave No (property across from Sacred Heart on 41st Ave (next to Broadway Courts) re: parking variance. Would you be able to shed any further light on how this might impact Sacred Heart – will it be taking away potential currently available parking spots on the street that some of our parishioners use or is there anything else that I need to be concerned about with this?

Thanks.

Mary Daugherty

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 19th day of September 2023.

RESOLUTION NO.

A RESOLUTION APPROVING VARIANCE REQUEST V23-3 TO REDUCE ONSITE PARKING, LOT AREA, USEABLE OPEN SPACE AND APARTMENT SQUARE FOOTAGE, CONDITIONAL USE PERMIT REQUESTS C23-1 FOR MULTIPLE FAMILY USE AND C23-3 FOR OFF-SITE PARKING AT 4628 41ST AVENUE NORTH FOR THE MINNESOTA ASSISTANCE COUNCIL FOR VETERANS (MACV)

WHEREAS, the property located at 4628 41st Avenue North has been considered a legal-conforming use as a 21 room single occupancy hotel originally constructed on a different site in 1900, and

WHEREAS, in November 2022, Hennepin County acquired the property under the guise of preserving affordable housing and conveyed the property to the Minnesota Assistance Council for Veterans without considering the severity of the nonconformities in terms of lot area and lack of off-street parking, and

WHEREAS, the Minnesota Assistance Council for Veterans applied for variances to lot area, off-street parking requirements, useable open space and apartment square footage requirements, conditional use permits for multiple family housing and off-site parking' and

WHEREAS, on January 19, February 16, March 16, April 20, May 18, June 15, July 20 the Planning Commission conducted and continued a public hearing and on August 17 21, 2022, unanimously (of those present) adopted a recommendation of approval of Variance request V23-1, to reduce onsite parking, lot area, useable open space and apartment unit minimum area and Conditional Use Permit request C23-1 for multiple family use and Conditional use permit C23-3 for off-site parking at 4628 41st Avenue North for the Minnesota Assistance Council for Veterans based upon the following findings of fact:

- a. That the re-use of the property is consistent with the mixed-use area in the Comprehensive Plan;
- b. That the re-use of the property provides housing for very-low income veterans, some of whom have been homeless;
- c. That the re-use of the property is a reduction of density in a building originally constructed in 1900 and moved to its current location in 1958;
- d. That Hennepin County bears responsibility for acquiring the property with all of its deficiencies and should be expected to assist or contribute to the creation of realistic and functional solutions to issues caused by the site's non-conformities;
- e. That the off-site parking secured by the Minnesota Assistance Council for Veterans is not sufficient for all of the tenants; but it is expected that not all tenants will have vehicles;

WHEREAS, the City Council accepts these findings;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS: that Variance request V23-1 to reduce required onsite parking from 15 spaces to 10 off-site spaces, lot area, useable open space and apartment unit minimum area, Conditional use permit request

C23-1 that would allow multiple family use and Conditional use permit C23-3 for off-site parking for 4628 41st Avenue North (legally described in **Attachment 1**) requested by the Minnesota Assistance Council for Veterans pursuant to Robbinsdale City Code Sections 510.17 Subd. 4 and 7; 515.05, Subd. 5, Subd. 6; 535.01 and 535.05 of the Robbinsdale Zoning Code are hereby approved with the following conditions:

1. That any parking congestion created by tenants resulting from insufficient parking affecting private or public parking will be treated as a violation of the conditional use permit;
2. That loss of off-site parking leased or licensed from other property owners or agencies will cause the use to be discontinued per Section 510.17, Subd. 4(b) unless the owner (MACV) is able to secure replacement off-site parking;
3. That the remodeled building shall comply with all applicable building and fire codes including (but not limited to):
 - a. Install Fire Suppression Sprinkler System;
 - b. Upgrade and update Fire Alarm System;
 - c. Construct a fire rated exit corridor in one of the stair wells;
4. That the remodeled building and the site shall comply with the Americans with Disabilities Act (ADA);
5. That the parking areas shall be paved, striped and include concrete curb and gutter and landscaped as shown in the revised site plan. The landscaping and parking areas shall be maintained by the MACV.
6. That building permits are required; and
7. That the property, its owner and its tenants are subject to all aspects of the nuisance ordinance and the property maintenance code.

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

And the following voted against the same:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS 19TH DAY OF SEPTEMBER 2023.

ATTEST:

William A. Blonigan, Mayor

Chase Peterson-Etem, City Clerk
(Seal)



GOVERNING CODE:
2015 MINNESOTA CONSERVATION CODE FOR EXISTING BUILDINGS - ALTERATION LEVEL 2
2020 MINNESOTA BUILDING CODE

BUILDING INFORMATION

CURRENT USE: R-1 HOTEL W/21 TRANSITIONAL SLEEPING UNITS, COMMON KITCHEN AND LAUNDRY
PROPOSED USE: R-2 BOARDING HOUSE (4 SINGLE OCCUPANCY DWELLING UNITS PLUS 10 SLEEPING UNITS AND STAFF OFFICES)

BASEMENT LEVEL: NEW MACV PRIVATE OFFICES, REMODELED/ENLARGED COMMON BATHS AND COMMON KITCHEN
FIRST FLOOR LEVEL: 4 SINGLE ROOM OCCUPANCY UNITS (EACH UNIT EQUIPPED WITH KITCHENS, LAUNDRY AND BATHS)

SECOND FLOOR LEVEL: 10 EXISTING SLEEPING ROOMS, REFURBISHED COMMON BATHROOMS, NEW COMMON LAUNDRY

YEAR BUILT: 1900
PARCEL: 6370 SF
PID: 06 0292 413 0029

CONSTRUCTION TYPE: TYPE VB (NEW FIRE SPRINKLER NFPA 13R)
NO. OF STORIES: 2-STORY WITH BASEMENT

BUILDING GROSS FLOOR AREA: 6730 SF
EXISTING OFF STREET PARKING: NONE
PROPOSED OFF STREET PARKING: 4 PARKING STALLS

A0.0A	SITE PLAN - OPTION A
A0.0B	SITE PLAN - OPTION B
AI.0	BASEMENT LEVEL PLAN
AI.1	FIRST FLOOR PLAN
AI.2	SECOND FLOOR PLAN
A2.0	EAST EXTERIOR ELEVATION

Adam Stilles
West Edge Investments
M 763-381-9999
GC Lic #BC777627

SIGNATURE:
NAME: WILLIAM H. MADDEN JR
DATE:
REGISTRATION NUMBER:

MACV DWELLING UNITS
4628 41ST AVENUE N
ROBBINSDALE
MINNESOTA, MN 55422

PROJECT NUMBER:
2022-27

PLAN ISSUE DATE:
JULY 14, 2023

SCALE:
Noted On Drawings

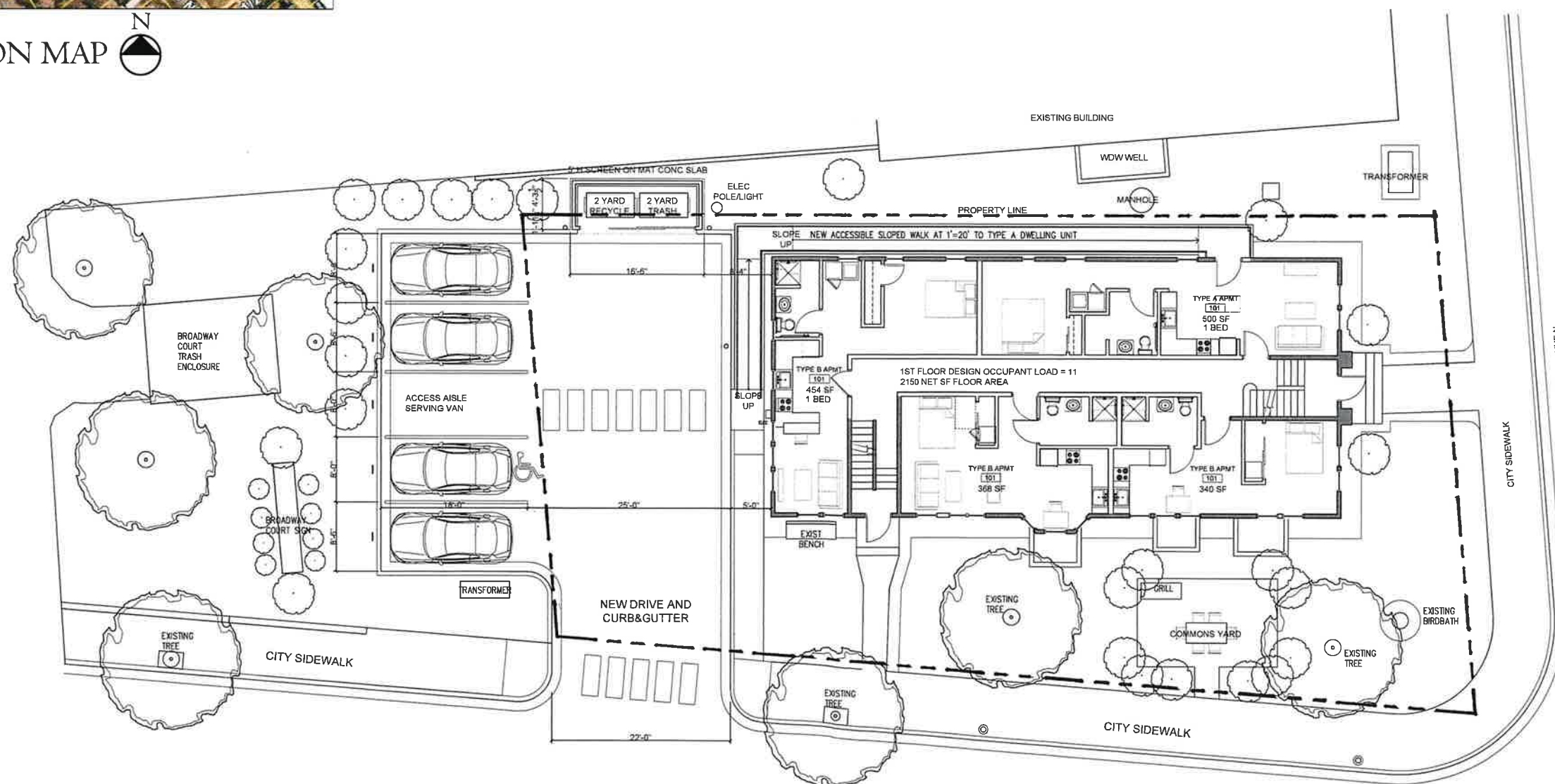
SITE PLAN
OPTION B

Scale as noted on Drawings.

TITLESHEET

AO.OB

Property of Madden Architects and may not be used in any way without the written consent of Madden Architects
©2022 Madden Architects, LLC.



1 SITE PLAN - OPTION B - (REMOVE FIRE ESCAPE)
SCALE: 1/8" = 1'-0" on 22x34 1/16" = 1'-0" on 11x17





City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: September 19, 2023
RE: Proposed 2024 General Fund and Debt Service Property Tax Levies

Background:

The City is required to submit a proposed 2024 Property Tax Levy to Hennepin County by September 30, 2023. This levy will be used by the County to prepare the Truth-In-Taxation notices that the County mails to every citizen in November.

Analysis:

The Proposed 2024 General Fund Budget was presented and discussed at Budget Work Sessions on July 31 and September 5, 2023. In 2023, levy limits are not in effect.

The City will receive an increase in Local Government Aid in 2024 in the amount of \$429,069, based on the formula adopted by the legislature. The formula is based on the number of jobs in the city per capita, the age of the housing stock, the average city tax rate state-wide, city population, and the city's tax base. These factors are used to determine the city's unmet need for funding separate from what may be happening in other cities throughout the state.

Fiscal Disparities distribution will have an increase in allocation by \$171,414. This is a distribution of commercial property taxes across the metro area. The change in the City's tax rate between years is the key factor affecting the formula. The impact of the increase in this one revenue source is an increase of 12.38% in revenue compared to 2023.

The final levy, which will be adopted in December, can be reduced, but may not increase above the preliminary levy adopted tonight. The proposed levy currently provides for maintaining core services at the current level, preserving city assets, and includes an allowance for cost of living and other compensation adjustments.

The levy option included in the resolution is a general fund budget that uses approximately \$74,730 of general fund reserves. Additional levy options have also been prepared using various scenarios. There are additional options for the general fund revenues and expenditures that will be reviewed prior to setting a final tax levy in December to reduce the use of reserves.

A copy of the city manager's proposed General Fund Budget is attached as [Exhibit 1](#). A summary of tax levy options is included as [Exhibit 2](#). Information on the City of Robbinsdale tax levy history is included in [Exhibit 3](#).

The proposed General and Debt Service levies as discussed at the General Fund Work Session (using Option 4) are provided on the resolution as [Exhibit 4](#).

Recommendation:

By motion, waive the reading and order the adoption of the resolution setting the proposed 2024 General Fund and Debt Service Property Tax Levies and certifying to Hennepin County (shown as Exhibit 4).

Attachments:

1. GF & Debt service property tax levies

**CITY OF ROBBINSDALE
2024 PROPOSED GENERAL
FUND BUDGET
SEPTEMBER 19, 2023**



**4100 LAKEVIEW AVENUE NORTH
ROBBINSDALE, MINNESOTA 55422**

CITY OF ROBBINSDALE, MINNESOTA

General Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Proposed	2025 Proposed
<u>Revenues</u>						
Taxes	\$ 6,821,508	\$ 7,385,048	\$ 8,120,254	\$ 8,120,254	\$ 8,962,244	\$ 9,231,111
License & Permits	608,260	509,116	594,524	478,568	487,361	501,981
Intergovernmental	2,399,280	2,494,434	2,525,119	2,837,154	2,984,994	3,074,544
Charges for Services	572,002	539,285	651,540	537,530	547,385	563,806
Fines & Forfeitures	183,009	171,957	230,000	162,536	181,193	186,628
Franchise Fees	421,264	515,986	437,950	520,000	528,887	544,754
Miscellaneous	154,284	(282,046)	100,905	187,832	170,050	175,152
Total Revenue	11,159,607	11,333,780	12,660,292	12,843,874	13,862,114	14,277,976
<u>Other Financing Sources</u>						
Transfers from other funds	346,570	357,389	325,000	325,000	625,000	625,000
Total Revenues & Other Financing Sources	11,506,177	11,691,169	12,985,292	13,168,874	14,487,114	14,902,976
<u>Expenditures</u>						
Personal Services	7,942,139	8,130,902	9,769,746	8,872,044	10,710,442	11,031,755
Supplies	312,007	348,731	491,500	355,322	530,773	546,696
Other Charges for Services	3,509,743	3,606,378	4,096,405	3,753,815	4,514,989	4,650,437
Capital Outlay			18,025	25,265	19,600	20,188
Amounts Charged to Other Funds	(1,025,834)	(1,027,368)	(1,108,283)	(1,098,283)	(1,197,396)	(1,233,318)
Total Expenditures	10,738,055	11,058,643	13,267,393	11,908,163	14,578,408	15,015,758
<u>Other Financing Uses</u>						
Transfers out to other funds		900,000				
Total Expenditures & Other Financing Uses	10,738,055	11,958,643	13,267,393	11,908,163	14,578,408	15,015,758
Deficiency of Revenues and Other Financing Sources Over Expenditure and Other Financing Uses	768,122	(267,474)	(282,101)	1,260,711	(91,294)	(112,782)
<u>Fund Balance</u>						
Beginning of Year	5,925,159	6,693,281	6,425,807	6,425,807	7,686,518	7,595,224
Fund Balance Adjustments						
End of Year	\$ 6,693,281	\$ 6,425,807	\$ 6,143,706	\$ 7,686,518	\$ 7,595,224	\$ 7,482,442
Fund Balance to Expenditures	62.33%	53.73%	46.31%	64.55%	52.10%	49.83%

CITY OF ROBBINSDALE, MINNESOTA

GENERAL FUND SUMMARY OF REVENUES AND OTHER FINANCING SOURCES

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ESTIMATED	2024 PROPOSED	2025 PROPOSED
<u>Taxes</u>						
General Property	5,519,791	5,856,544	6,735,270	6,735,270	7,405,846	7,628,021
Less Reserve for Abatements & Delinq.						
Excess Tax Increment	30,232	18,613				
Fiscal Disparities	1,271,485	1,509,891	1,384,984	1,384,984	1,556,398	1,603,090
Total Taxes	6,821,508	7,385,048	8,120,254	8,120,254	8,962,244	9,231,111
<u>Special Assessments</u>						
Admin Citations	42,999	31,102				
Repeat Nuisance						
Total Special Assessments	42,999	31,102	-	-	-	-
<u>Licenses & Permits</u>						
<u>Business</u>						
Liquor Licenses	31,948	61,650	70,000	72,000	65,000	66,950
Pawn Shop and Second Hand Dealers	3,750	5,850	6,500	7,000	6,695	6,896
				5,000	10,000	10,300
Miscellaneous Business Licenses	17,997	19,900	37,750	28,478	20,000	20,600
Total Business Licenses & Permits	53,695	87,400	114,250	112,478	101,695	104,746
<u>Non-Business</u>						
Animal Licenses	2,994	2,290	4,000	1,552	3,249	3,346
Pound Fees	450	250	1,100	1,800	1,750	1,803
Building Permits	168,197	89,263	175,000	95,000	79,656	82,045
Plan Check Fees	88,562	16,451	32,960	18,000	18,096	18,639
Heating & A/C Permits	70,508	52,197	59,797	53,458	57,416	59,138
Plumbing Permits	41,815	24,039	25,750	27,270	30,000	30,900
Utility Inspection Fees	11,738	3,115	4,200	4,400	3,750	3,863
Rental Housing Licenses	89,691	162,599	110,000	101,154	125,000	128,750
License Verification Fees	25,165	21,905	11,437	13,456	16,749	17,251
Other Permits	50,475	54,578	55,000	50,000	50,000	51,500
Surcharges	4,970	(4,970)	1,030			
Total Non-Business Licenses & Permits	554,565	421,716	480,274	366,090	385,666	397,236
Total Licenses & Permits	608,260	509,116	594,524	478,568	487,361	501,981
<u>Intergovernmental</u>						
<u>Federal Grants</u>						
Other	25,641	25,790	-	9,800	30,000	30,900
Total Federal Grants	25,641	25,790	-	9,800	30,000	30,900
<u>State Aids and Grants</u>						
Local Government Aid	2,045,422	2,068,633	2,104,927	2,104,927	2,533,996	2,610,016
Market Value Homestead Credit						
Police & Fire Pensions	284,730	319,950	334,227	334,227	344,254	354,582
PERA Aid						
Police Training	24,729	24,356	25,965	25,500	26,744	27,546
Other Grants & Aids	18,758	55,705	60,000	362,700	50,000	51,500
Total State Aids and Grants	2,373,639	2,468,644	2,525,119	2,827,354	2,954,994	3,043,644
Total Intergovernmental	2,399,280	2,494,434	2,525,119	2,837,154	2,984,994	3,074,544

CITY OF ROBBINSDALE, MINNESOTA

GENERAL FUND SUMMARY OF REVENUES AND OTHER FINANCING SOURCES

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ESTIMATED	2024 PROPOSED	2025 PROPOSED
<u>Charges for Services</u>						
<u>General Government</u>						
Lease and Rental Fees	324,121	291,057	335,000	288,113	300,000	309,000
Robbinsdale EDA	33,416	39,499	45,000	41,000	41,271	42,509
IDRB Issuance Fees						
Sale of Maps and Documents	2,125	904	1,100	750	1,150	1,185
Assessment searches	300	125	103	150	150	155
Planning Fees	1,625	3,750	1,951	1,800	2,250	2,318
Street Light Fees	798	831	734	840	850	876
Nuisance Service Fee	3,775	(1,500)	3,388	500	1,500	1,545
Point of Sale Inspection/Buyer Fees	21,225	17,700	17,495	16,833	18,225	18,772
Notary Fees	1,055	1,045	942	1,056	1,100	1,133
Other Fees	12,795	8,948	10,708	11,134	11,583	11,930
Admin Fee - Special Assessments	15,950	19,350	20,000	17,650	20,000	20,600
Total General Government Charges	417,186	381,709	436,421	379,826	398,079	410,021
<u>Public Safety</u>						
Police Services	37,139	42,718	65,000	40,000	30,000	30,900
Pawn Shop Fees	17,300	20,222	14,935	19,500	20,639	21,258
Police Auction						
False Alarms						
Other Fees	450	380	500	319	425	438
Total Public Safety Charges	54,889	63,320	80,435	59,819	51,064	52,596
<u>Recreation</u>						
Fitness Center & Open Gym Program	22,222	28,380	42,051	27,670	26,867	27,673
Adult Programs	884	2,227	10,000	2,075	2,500	2,575
General Programs		605.00	300.00	900.00	800.00	824.00
Youth / Children Programs	13,008.62	15,610.45	13,500.00	15,370.00	16,000.00	16,480.00
Senior Programs	240.00	366.00	2,000.00	375.00	400.00	412.00
Cooperative Programming	18,445.03	8,512.38	20,000.00	9,251.00	9,000.00	9,270.00
Facility and Equipment Rental	43,339	38,555	44,881	41,994	41,175	42,410
Park Maintenance Fees	1,789.00		1,952.00	250.00	1,500.00	1,545.00
Other Fees						
Total Recreation Charges	99,928	94,256	134,684	97,885	98,242	101,189
Total Charges for Services	572,002	539,285	651,540	537,530	547,385	563,806
<u>Fines and Forfeitures</u>						
Court Fines and Forfeitures	169,094	116,622	200,000	120,000	128,000	131,840
Admin Fines	10,705	55,335	30,000	42,536	53,193	54,789
Other Fines	3,210	21,771	2,563	11,832	5,250	5,408
Total Fines and Forfeitures	183,009	193,728	232,563	174,368	186,443	192,036

CITY OF ROBBINSDALE, MINNESOTA

GENERAL FUND SUMMARY OF REVENUES AND OTHER FINANCING SOURCES

	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ESTIMATED	2024 PROPOSED	2025 PROPOSED
<u>Franchise Fees</u>						
Franchise Fees - Electric	283,767	313,712	291,250	315,000	321,555	331,202
Franchise Fees - Gas	137,497	202,275	146,700	205,000	207,332	213,552
Total Franchise Fees	421,264	515,986	437,950	520,000	528,887	544,754
<u>Miscellaneous</u>						
Investment Earnings	(18,332)	(347,970)	91,400	151,000	152,000	156,560
Donations & Gifts	9,238	4,312	2,065	4,000	4,000	4,120
Sale of Capital Assets	114,180					
Other	6,200	8,739	4,877	21,000	8,800	9,064
Total Miscellaneous	111,286	(334,919)	98,342	176,000	164,800	169,744
Total Revenues	11,159,607	11,333,780	12,660,292	12,843,874	13,862,114	14,277,976
<u>Other Financing Sources</u>						
<u>Transfers from other Funds</u>						
Water Fund	87,739	88,988	65,000	65,000	65,000	65,000
Sanitary Sewer Fund	19,135	14,697	16,000	16,000	16,000	16,000
Storm Sewer	41,606	13,893	25,000	25,000	25,000	25,000
Solid Waste	50,000	50,000	50,000	50,000	50,000	50,000
PIR Fund	74,458	85,692	119,000	119,000	69,000	69,000
Parks	22,640	4,021				
Central Services	990					
Liquor Fund	50,000	50,000	25,000	25,000	50,000	50,000
Deputy Registrar		50,000	25,000	25,000	25,000	25,000
Equipment Replacement		98				
REDA						
Special Funding	2				325,000	325,000
Total Transfers	346,570	357,389	325,000	325,000	625,000	625,000
Total Revenue and Financing Sources	\$ 11,506,177	\$ 11,691,169	\$ 12,985,292	\$ 13,168,874	\$ 14,487,114	\$ 14,902,976

CITY OF ROBBINSDALE, MINNESOTA
General Fund Summary of Expenditures and Other Financing Uses

	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED BUDGET	2023 PROJECTED ACTIVITY	2024 DEPT REQUESTED BUDGET	2025 DEPT REQUESTED BUDGET
Summary by Department						
City Council	122,390	142,202	128,555	98,956	147,250	151,667
Administration	275,017	407,791	470,861	398,104	606,957	625,166
Legal	142,430	110,145	58,714	87,275	113,897	117,314
Assessing	134,164	117,525	144,209	134,970	158,794	163,558
Finance	239,447	355,753	453,581	371,354	375,757	387,030
Community Development	497,308	550,940	554,400	536,088	688,439	709,092
Police	5,140,284	5,089,190	6,519,886	5,751,214	6,957,150	7,165,864
Fire	785,404	944,853	952,316	1,040,831	1,127,975	1,161,814
Recreation	549,395	537,440	656,360	584,173	767,606	790,634
Engineering	993,638	941,434	1,149,379	1,017,347	1,267,021	1,305,030
Public Works	1,858,578	1,861,370	2,179,130	1,887,851	2,367,562	2,438,589
Total Expenditures	10,738,055	11,058,643	13,267,391	11,908,163	14,578,408	15,015,758
Other Financing Uses						
Transfers to Other Funds		900,000				
Total Expenditures & Other Financing Uses	10,738,055	11,958,643	13,267,391	11,908,163	14,578,408	15,015,758
Summary by Category						
Personal Services	7,942,139	8,130,902	9,769,744	8,872,044	10,710,442	11,031,755
Supplies	312,007	334,686	491,500	355,322	530,773	546,696
Other Services & Charges	2,483,909	2,579,015	2,988,122	2,655,532	3,317,593	3,417,119
Capital Outlay		14,040	18,025	25,265	19,600	20,188
Transfer		900,000				
Total Expenditures by Category	10,738,055	11,958,643	13,267,391	11,908,163	14,578,408	15,015,758

CITY OF ROBBINSDALE, MINNESOTA

General Fund Summary of Expenditures by Major Objective

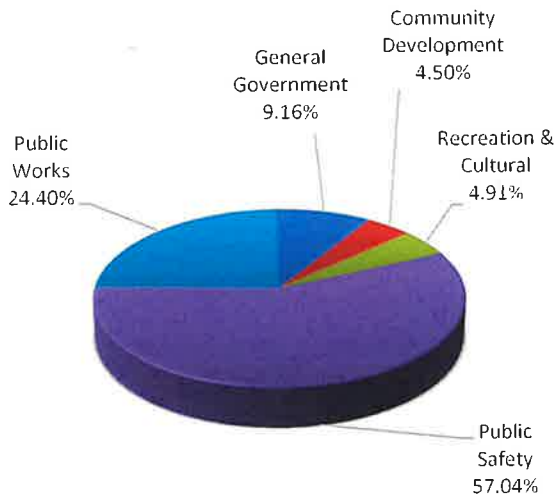
	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Proposed	2025 Proposed
<u>General Government</u>						
City Council	\$ 122,390	\$ 142,202	\$ 128,555	\$ 98,956	\$ 147,250	\$ 151,667
Administration	275,017	407,791	470,861	398,104	606,957	625,166
Legal	142,430	110,145	58,714	87,275	113,897	117,314
Assessing	134,164	117,525	144,209	134,970	158,794	163,558
Finance	239,447	355,753	453,581	371,354	375,757	387,030
Total General Government	913,448	1,133,416	1,255,920	1,090,659	1,402,655	1,444,735
<u>Community Development</u>						
Planning & Zoning	249,249	268,594	186,108	230,067	259,865	267,661
Comprehensive Planning	1,204	35	6,928		7,664	7,894
Redevelopment	34,529	41,586	72,018	47,017	76,716	79,017
Code Enforcement	50,288	81,236	127,961	108,533	179,937	185,335
Rental Licensing	162,038	159,489	161,385	150,471	164,257	169,185
Total Community Development	497,308	550,940	554,400	536,088	688,439	709,092
<u>Recreation & Cultural</u>						
Recreation Administration	400,567	391,282	438,344	410,102	558,026	574,767
Community Center Operations	76,339	58,593	110,221	89,172	95,130	97,984
Adult Programs	731	2,402	2,534	1,540	3,635	3,744
Adult Softball	128	303	5,854	1,031	6,200	6,386
General Programs	1,978	6,471	5,356	7,010	9,600	9,888
Youth / Children Programs	9,594	10,340	12,408	9,703	13,950	14,368
Senior Programs	15,548	15,623	23,018	16,525	17,864	18,400
Cooperative Programming	19,477	13,751	15,090	13,076	15,755	16,228
Playground / Splash Pad	261	5,441	8,429	6,289	7,171	7,386
City Band	16,568	23,401	20,416	19,769	23,578	24,285
Library Building Operations	8,204	9,833	14,690	9,956	16,697	17,198
Total Recreation & Cultural	549,395	537,440	656,360	584,173	767,606	790,634

CITY OF ROBBINSDALE, MINNESOTA

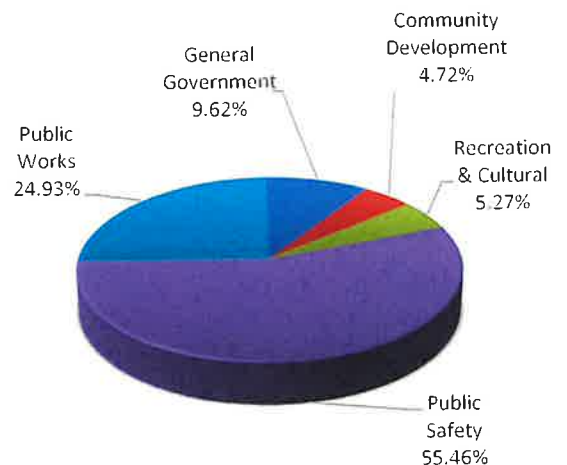
General Fund Summary of Expenditures by Major Objective

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Proposed	2025 Proposed
<u>Public Safety</u>						
Police Services	5,140,284	5,089,190	6,519,887	5,751,214	6,957,150	7,165,864
Fire Services	785,404	944,853	952,316	1,040,831	1,127,975	1,161,814
Total Public Safety	5,925,688	6,034,043	7,472,203	6,792,045	8,085,125	8,327,678
<u>Public Works</u>						
Engineering Services	\$ 507,453	\$ 438,207	\$ 552,648	\$ 496,999	\$ 630,873	\$ 649,799
Streets	1,076,860	1,086,678	1,278,860	1,103,440	1,395,627	1,437,496
Forestry	244,570	240,892	336,881	272,745	364,313	375,241
Park Maintenance	781,718	774,692	900,271	784,411	971,935	1,001,093
Building Inspections	241,615	262,335	259,850	247,603	271,835	279,990
Total Public Works	2,852,216	2,802,804	3,328,510	2,905,198	3,634,583	3,743,619
	1,858,578	1,861,370	2,179,131	1,887,851	2,367,562	2,438,589
<u>Human Services</u>						
Total Expenditures	10,738,055	11,058,643	13,267,393	11,908,163	14,578,408	15,015,758
<u>Other Uses</u>						
Transfers to Other Funds		900,000				
Total Expenditures and Other Financing Uses	\$ 10,738,055	\$ 11,958,643	\$ 13,267,393	\$ 11,908,163	\$ 14,578,408	\$ 15,015,758

**2023 Estimated
Expenditures By Major Objective**



**2024 Proposed
Expenditures By Major Objective**



City of Robbinsdale
2024 Property Tax Levy Options
Estimated Tax Rate Calculation for 2024
See Table Below for Option Explanations

Exhibit 2

	Compare 2023 Actual to 2024 Option 4 Increase (Decrease)	Actual 2023	Option 1 No Change City Levy Full Debt Service 2024	Option 2 4% Increase on 2023 City GF Levy 2024	Option 3 6% Increase on 2023 City GF Levy 2024	Option 4 8% Increase on 2023 City GF Levy 2024	Option 5 10% Increase on 2023 Total Levy 2024	Option 6 12% Increase on 2023 City GF Levy 2024
General Fund	830,272	\$8,302,720	\$8,302,720	\$8,634,828	\$8,800,883	\$8,966,937	\$9,132,992	\$9,299,046
Debt service	(330,671)	966,307	635,636	635,636	635,636	635,636	635,636	635,636
Net tax capacity levy	499,601	9,269,027	8,938,356	9,270,464	9,436,519	9,602,573	9,768,628	9,934,682
Market value debt service levy	-	0	0	0	0	0	0	0
Certified Levy - City	499,601	9,269,027	8,938,356	9,270,464	9,436,519	9,602,573	9,768,628	9,934,682
HRA Levy	48,293	274,836	323,129	323,129	323,129	323,129	323,129	323,129
Total Levy	\$547,894	\$9,543,863	\$9,261,485	\$9,593,593	\$9,759,648	\$9,925,702	\$10,091,757	\$10,257,811
Net Change	547,894							
Percent Levy change from 2023			-2.96%	0.52%	2.26%	4.00%	5.74%	7.48%
Fiscal Disparity Increase	171,414		-1.80%	-1.80%	-1.80%	-1.80%	-1.80%	-1.80%
Percent Total Levy change from 2023			-4.75%	-1.27%	0.46%	2.20%	3.94%	5.68%
Net Change after Fiscal Disparities	376,480							
Estimated Tax Burden on Average Home		1,367.46	1,286.76	1,342.63	1,370.56	1,398.49	1,426.43	1,454.36
2024 = \$290,000, 2023 = 286,000 Increase = 1.40%			(80.70)	(24.83)	3.10	31.03	58.97	86.90
Estimated Change in Tax			(6.72)	(2.07)	0.26	2.59	4.91	7.24
Estimated Change in Tax Amount per Month			(738,948)	(406,839)	(240,785)	(74,730)	91,324	257,378
Change in Tax per \$100,000 is approximately =			44.53%	46.53%	47.54%	48.54%	49.54%	50.54%
General Fund Deficit \Use of Reserves								
Estimated City Tax Rate								

Option 1 = General Fund Tax levy stays the same as 2023, includes all debt service levies.
Option 2 = General Fund tax levy increases by 4% of GF 2023 levy in the amount of \$332,109
Option 3 = General Fund tax levy increases by 6% of GF 2023 levy in the amount of \$498,163
Option 4 = General Fund tax levy increases by 8% of GF 2023 levy in the amount of \$664,218
Option 5= General Fund tax levy increases by 10% of total 2023 levy in the amount of \$635,636
Option 6 = General Fund tax levy increases by 12% of GF 2023 levy in the amount of \$996,326

**City of Robbinsdale
2023 Property Tax Levy History**

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
General Fund	\$5,953,473	\$6,345,973	\$6,790,191	\$7,360,567	\$8,302,720	\$8,966,937
Debt service	838,793	847,900	1,005,053	1,016,282	966,307	635,636
Net tax capacity levy	6,792,266	7,193,873	7,795,244	8,376,849	9,269,027	9,602,573
Market value debt service levy	0	0	0	0	0	0
Certified Levy - City	6,792,266	7,193,873	7,795,244	8,376,849	9,269,027	9,602,573
HRA Levy	194,078	210,717	237,409	250,525	274,836	323,129
Total Levy	\$6,986,344	\$7,404,590	\$8,032,653	\$8,627,374	\$9,543,863	\$9,925,702
Fiscal Disparities Amount	1,585,822	1,630,244	1,470,638	1,728,593	1,578,647	1,664,720
Net Spread Levy	5,400,522	5,774,346	6,562,015	6,898,781	7,965,216	8,260,982
Percent Levy change from Prior Year	10.37%	5.99%	8.48%	7.40%	10.62%	4.00%
Fiscal Disparity Change	-1.93%	-0.64%	2.16%	-3.21%	-8.67%	5.45%
Percent Total Levy change from Prior Year	8.44%	5.35%	10.64%	4.19%	1.95%	9.45%
Percent Change						
Estimated Tax Burden on Average Home	851.93	916.53	1,011.00	1,118.98	1,339.27	1,398.49
Estimated Change in Tax from Prior Year	87.65	67.39	89.64	85.51	220.29	59.22
Average Home Value	188,000	212,000	216,000	236,000	286,000	290,000
Fiscal Disparity Change	\$ 122,173	\$ 44,422	\$ (159,606)	\$ 257,955	\$ (149,946)	\$ 86,073

Note 1:

Some of Change due to Market Value Homestead Exclusion

Annual Change	
\$ 546.56	\$ 91.09

Exhibit 4

Member _____ moved and Member _____ seconded a motion that the following resolution be adopted this 19th day of September 2023.

RESOLUTION NO. _____
A RESOLUTION SCHEDULING THE DATE FOR THE TRUTH-IN-TAXATION
BUDGET MEETING FOR THE 2024 BUDGET AND PROPERTY TAX LEVY

WHEREAS, Minnesota Statutes requires a Truth-in-Taxation budget meeting be held on the proposed budget and proposed tax levy; and

WHEREAS, the City has to designate the place, time and date of a council meeting that will include discussion of the City budget and allow the public to comment; and

WHEREAS, the date chosen by the City can be a regularly scheduled City Council meeting;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA THAT: The Truth-in-Taxation budget meeting on the 2024 proposed budget and tax levy be held at the Robbinsdale City Hall in the Council Chambers at 4100 Lakeview Avenue North, Robbinsdale, Minnesota on the following date:

Budget Meeting: December 5, 2023 7:00 P.M.

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 19TH DAY OF SEPTEMBER 2023.

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: September 19, 2023
RE: Proposed 2024 HRA Property Tax Levy

Background:

The City is required to submit a proposed 2024 Property Tax Levy to Hennepin County by September 30, 2023. This levy will be used by the County to prepare the Truth in Taxation notices that the County mails to every citizen in November. This levy is for the REDA to use for continued community development efforts.

Analysis:

The HRA Levy is separate from the regular City Levy and is used to fund housing and redevelopment activities. For 2024, the limit on the HRA Levy is .0185% of the City's Taxable Market Value for 2023. This levy is being proposed on behalf of the Robbinsdale Economic Development Authority (REDA) and will be distributed to the REDA when received. The City is setting the proposed levy at this time. The final HRA Levy may be reduced, but may not increase, when finally adopted in December.

The levy for 2023 was \$274,836 and the maximum levy for 2024 is \$323,129, based on a total market value of \$1,746,642,900. Council members have indicated support for levying the maximum amount given the important work the REDA has been doing.

Recommendation:

By motion, waive the reading and order the adoption of the resolution setting the proposed 2024 Housing and Redevelopment Authority (HRA) Property Tax Levy (shown as Exhibit 1).

Attachments:

1. Resolution

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 19th day of September 2023.

RESOLUTION NO.

A RESOLUTION ADOPTING THE PROPOSED
2024 HOUSING AND REDEVELOPMENT AUTHORITY (HRA)
PROPERTY TAX LEVY FOR CERTIFICATION TO HENNEPIN COUNTY

WHEREAS, Minnesota Statutes requires that the City adopt the HRA Levy on behalf of the Robbinsdale Economic Development Authority; and

WHEREAS, the proposed HRA tax levy must be certified to Hennepin County on or before September 30, 2023;

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF ROBBINSDALE, MINNESOTA adopts the proposed 2024 HRA Net Property Tax Levy in the amount of \$323,129 and directs the City Clerk to certify this amount to Hennepin County.

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 19TH DAY OF SEPTEMBER 2023.

William A. Blonigan, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk



City of Robbinsdale

TO: Mayor and City Council
PREPARED BY: Diaa Tahoun, Finance Director
APPROVED BY: Tim Sandvik, City Manager
DATE: September 19, 2023
RE: Enterprise Funds Budget, Capital Project Funds Budget, and CIP Plan Work Sessions

Background:

Work Sessions need to be scheduled for the presentation and review of the Proposed City Manager's Budget for the 2024 Enterprise and Capital Improvement Funds, and the 2024-2033 Capital Improvement Plan.

Analysis:

Options for the meetings are as follows:

- October 17th after the council meeting
- October 24th as a separate work session
- November 7th after the council meeting
- November 14th after the REDA meeting (option to set as a follow-up meeting if needed.)
- November 21st after the council meeting (option to set as a follow-up meeting if needed.)

Recommendation:

By motion, set a series of Work Sessions to discuss the Proposed City Manager's Budget for 2024 Enterprise and Capital Project Funds, and the 2024-2033 Capital Improvement Plan, for the dates listed above along with a follow-up session.

Attachments:

None



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: September 19, 2023
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 9/19/23 reflects the voucher requests pending approval for disbursement.

The check register dated 9/6/23 through 9/19/23 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Analysis:

None

Recommendation:

By motion, approve disbursement requests for period ending 9/19/2023.

Attachments:

None