

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.

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1. CITY COUNCIL MEETING CALLED TO ORDER
 2. ROLL CALL: Blackledge, Greenberg, Parisian, Wagner, Mayor Sutton
 3. MICROPHONE CHECK: Blackledge, Greenberg, Parisian, Wagner, Mayor Sutton
 4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA
 5. APPROVAL OF THE MAY 6, 2025 MEETING AGENDA
 6. **CONSENT AGENDA**: Pursuant to Council rules, one motion, non- debatable, will approve the recommendation noted. Any member of the Council may ask for an item to be taken from the Consent Agenda for discussion and separate action. Such items removed from the Consent Agenda shall be considered immediately following approval of the balance of the Consent Agenda:
 - A. Approve City Council meeting minutes from April 15, 2025

- B. Receive Sustainability Committee Meeting minutes from February 19, 2025
- C. A Resolution Supporting the City of Robbinsdale to Host a Minnesota GreenCorps Member during the 2025-2026 Program Year
- D. Approval of Licenses
- E. 2nd Reading of an Ordinance Adopting Updates to Appendix B - Fee Schedule
- F. Receive Robbinsdale EDA Meeting Minutes of March 11, 2025 Meeting
- G. Receive Planning Commission Minutes of February 20th, 2025 Meeting
- H. Approval of Fiber Route Project for 2025
- I. Accept Funding from Conservation Partners Legacy Grant Program, ECP Round 4
- J. Authorize staff to accept grant funds from AKC Reunite Program
- K. Miller Concessions at Hy-Vee

7. PRESENTATIONS

- A. Annual Presentation - Hennepin County Commissioner Lunde
- B. Robbinsdale Communications Annual Presentation
- C. National Public Works Week Proclamation
- D. Asian American and Pacific Islander Heritage Month Proclamation

8. PUBLIC HEARINGS

- A. Second reading of Ordinance No. 25-04 amending section 815.07 of the Robbinsdale City Code
- B. Public Hearing on Proposed Water Rates for North Memorial
- C. Permit – Chickens – 4351 France Avenue North

9. OLD BUSINESS

- A. Second Reading and Adoption of an Ordinance Adding Section 1165 Cannabis and LPHE Business Regulations to the Robbinsdale City Code Chapter XI, Business & Trade Regulations, and Amending City Code Chapter V, Planning and Land Use Regulations, Sections 520, 521, 525 for the Purpose of Establishing Zoning Requirements for State Licensed Cannabis and Lower Potency Hemp Edible Businesses in the City.
- B. 2nd Reading of an Ordinance Amending Chapter IV, Building, Housing, and Construction Regulations

10. NEW BUSINESS

- A. First Reading, Ordinance Amending City Code Sign Ordinance (Chapter V, Planning and Land Use, Section 410 - Signs)

11. OTHER BUSINESS

- A. Voucher Requests Pending Approval for Disbursement

12. ADMINISTRATIVE REPORTS

13. COUNCIL GENERAL COMMUNICATIONS

14. ADJOURNMENT

MINUTES

CITY COUNCIL MEETING CALLED TO ORDER

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

ROLL CALL

Present: Blackledge, Greenberg, Wagner, Sutton
Absent: Parisian
Staff: Tim Sandvik, City Manager; Chase Peterson-Etem, City Clerk; Heather Rand, Community Development Director

MICROPHONE CHECK

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

None.

APPROVAL OF THE APRIL 15, 2025, MEETING AGENDA

City Clerk Peterson-Etem noted three additions to the agenda tonight.

1. Addition of Consent Item K, Memo Regarding Food Trucks at North Memorial
2. Addition of Public Hearing Item A and New Business Item B, Ordinance related to both items
3. Addition of Business Item 11A, Voucher Disbursement report

Member Greenberg MOVED, seconded by Wagner to approve the April 15, 2025, City Council agenda as amended. The vote was unanimous and the motion carried.

CONSENT AGENDA

Member Wagner MOVED, seconded by Greenberg to approve the consent agenda. The vote was unanimous and the motion carried.

- A. Approve City Council Meeting minutes from April 1, 2025
- B. Deputy Registrar's Monthly Financial Statements
- C. Robbinsdale Wine & Spirits' Monthly Financial Statements
- D. Approval of Credit Card Charges and Payment – February 2025
- E. Approval of Credit Card Charges and Payment – March 2025
- F. Employee Handbook Updates
- G. Approval of Licenses

- H. Authorize Subordinate Funding Agreement (SFA) with Metropolitan Council
- I. Authorize City Manager to execute a Memorandum of Understanding with AFSCME
- J. Investment Report
- K. North Memorial Manor Park Mobile Food Unit in Excess of 10 Days a Year

PRESENTATIONS

- A. None

PUBLIC HEARINGS

- A. An Ordinance Adding a New Section 1165 to Chapter XI, Business and Trade Regulations of the City Code Pertaining to the Registration of Cannabis and Lower Potency Hemp Businesses with Related Regulations, and Repealing Section 1160 that regulates tetrahydrocannabinol (THC) Products

Community Development Director Rand introduced a draft ordinance regarding cannabis product sales. The first reading of the ordinance will be tonight, April 15, 2025, with a second reading tentatively scheduled for May 6, 2025. She noted with the State legalization of cannabis there needs to be updates within the City code language. Rand highlighted the State has not moved forward with licensing, therefore, the City Attorney would recommend not repealing the THC chapter in City code.

Member Blackledge MOVED, seconded by Greenberg to open the public hearing. The vote was unanimous and the motion carried.

Mayor Sutton opened the public hearing.

Member Wagner MOVED, seconded by Greenberg to close the public hearing. The vote was unanimous and the motion carried.

City Manager Sandvik recommended moving on to the next item as this topic is under New Business for further discussion.

OLD BUSINESS

- A. None

NEW BUSINESS

- A. Reallocation of 2025 Sanborn Park Playground Budget

City Manager Sandvik provided an overview of the item and detailed the history of projects related to Sanborn Park. Staff recommends approval of the item to reallocate a portion of the budget, but highlighted the reallocation still aligns with the Cities long-term goals.

Member Greenberg asked for clarification on what part of the Parks Master Plan is being addressed in Sanborn Park as it seems the priority are the tennis courts and pickleball courts. Sandvik stated that is correct. Sandvik noted a new storm sewer system is being put in Sanborn Park and runs into prior infrastructure plans that will need to get pushed back.

Member Wagner asked if there was a timeline for the grants mentioned to assist in completing these projects. Sandvik stated there is no hard date on when they will hear, as some are milestone grants and some are as funds are available, but they are being proactive.

Member Wagner asked if by shifting courts to the West side it will change the vision of the park. Sandvik stated it isn't a one-for-one footprint, but it is close and does not alter other project plans. He noted they are still open to feedback from the public.

Mayor Sutton asked how long it will take to complete the tennis and pickleball courts. Sandvik stated it depends on the bidding process, but believes it could be done by late summer or early fall.

Member Greenberg MOVED, seconded by Wagner to approve the reallocation of the 2025 Sanborn Park Playground budget. The vote was unanimous and the motion carried.

B. First Reading of An Ordinance Adding Section 1165 Cannabis and LPHE Business Regulations, and Repealing Section 1160, THC Products, to the Robbinsdale City Code Chapter XI, Business & Trade Regulations

Community Development Director Rand provided an overview of the item and noted that community members can contact City Council Members or Staff to give further input. Rand stated Staff has spent a lot of time developing these ordinances and expects other changes within the next few years as the industry changes. Rand reiterated the State will license Cannabis entities and the City will register them. Rand highlighted that only two retail cannabis businesses are allowed within the City, the City will suggest where they are located and the buffers needed surrounding them, and compliance checks will be completed. Staff suggests approval of the first reading of the ordinance.

Member Greenberg asked to clarify if Council is authorizing 1165 and not repealing 1160. Rand stated last week Staff thought they would need to repeal 1160, but the City Attorney stated to hold on repealing 1160 for now. Sandvik stated Staff is in agreement to keep 1160 till the State goes forward with their licensing process.

Mayor Sutton noted the State requires at least one retail cannabis operation per 12,500 residents. Rand echoed that statement.

Member Wagner MOVED, seconded by Greenberg to approve the first reading of an Ordinance Adding Section 1165 to the Robbinsdale City Code Chapter XI of Business and Trade Regulations and set second reading for May 6, 2025. The vote was unanimous and the motion carried.

C. Set Upcoming Special Work Session Dates/Times

Sandvik provided an overview of the item and suggested meeting dates of Tuesday, May 6, 2025, and Tuesday, May 20, 2025.

Mayor Sutton noted he did a few ride-alongs and got a tour of the police department facility. He stated he is excited to see the public works facility and knows it is in rough condition. Mayor Sutton expressed his gratitude to Staff for setting up tours.

Member Wagner MOVED, seconded by Greenberg to approve special work sessions on Tuesday, May 6, 2025, at 6:00 pm at 4101 Hubbard Avenue North, Robbinsdale MN, 55422, and May 20, 2025, at 6:00 pm at 4601 Toledo Avenue North, Robbinsdale, MN, 5433. The vote was unanimous and the motion carried.

OTHER BUSINESS

A. Voucher Requests Pending Approval for Disbursement

Peterson-Etem provided an overview of the item and asked for approval.

Member Greenberg MOVED, seconded by Wagner to approve disbursement requests for the period ending April 15, 2025. The vote was unanimous and the motion carried.

ADMINISTRATIVE REPORTS

Peterson-Etem stated yard waste collection started this week and residents can also put additional yard waste bags out by their bin. He also noted organics bins are being picked up on Wednesdays through the month of April. Peterson-Etem stated if you have old waste management bins or errors in bin sizes please contact the City.

Sandvik noted upcoming sustainability events, the successful Eggstravaganza event, and Open Book appeal processes.

COUNCIL GENERAL COMMUNICATIONS

Member Wagner acknowledged International Workers' Day on May 1, 2025.

Member Blackledge highlighted the fun had at Eggstravaganza and wished everyone a Happy Holidays for whatever individuals celebrate. He encouraged everyone to get outside and say hello to neighbors.

Member Greenberg thanked the City, volunteers, and City of Commerce for putting on the Eggstravaganza event and wished all those who celebrate a Happy Easter and Passover. He also reminded everyone it is tax day.

Mayor Sutton noted appreciation for the Lions Group, who helped out at Eggstravaganza and help out at many City events. He also wished everyone a Happy Passover, Happy Easter, and Happy Spring. Mayor Sutton echoed Member Blackledge's sentiment of getting out and saying hi to neighbors.

ADJOURNMENT

Member Wagner MOVED, seconded by Greenberg to adjourn the meeting at 7:57 p.m. The vote was unanimous and the motion carried.

Chase Peterson-Etem, City Clerk

Bradley Sutton, Mayor

MINUTES

ROLL CALL

Present: Hanelitz, Hansen, Hart, Heid, Lyng, Myers, Sande

Absent: Greenberg, Pendaz-Foster, Presler

Staff: Kayla Kirtz, Sustainability Coordinator

CONSIDERATION OF MINUTES

A. January 15, 2025 Sustainability Committee Minutes

Lyng motioned to approve the minutes of the January 15, 2025 Sustainability Committee Meeting and Hanelitz seconded. The meeting minutes were unanimously adopted.

NEW BUSINESS

A. Organics Recycling

Kirtz suggested ideas for organics recycling promotion. Hansen and Lyng volunteered to participate in a news feature with CCX Media. Members of the Committee are going to send testimonials related to organics recycling to Kirtz before the next Committee meeting on March 19th. Committee members are going to review the organics recycling page on the City website and send any content suggestions to Kirtz. The Committee reviewed a list of upcoming City events and discussed which events they would be interested in participating in. The Committee noted the Native Plant Sale, Lakeview Terrace Farmer's Market, Arbor Day, and Popsicles in the Park. The Committee discussed potentially hosting a compost giveaway event for residents to pick up free compost. Kirtz said she would discuss the logistics and possibility of this with the management team.

B. Turf Grass Reduction

Kirtz confirmed that the Committee is interested in volunteering to plant a rain garden. Committee members are going to email Kirtz with the weekends when they are available between mid-May and mid-June. The Committee also expressed interest in volunteering at the Native Plant Sale.

C. Bike and Pedestrian Infrastructure

Kirtz explained the letter of support and suggested that the Committee edit it as they see fit. Committee members are going to review the draft letter and send any edits to Kirtz prior to the next Committee meeting on March 19th. Kirtz is going to keep the Committee updated when there is a City Council meeting related to the upcoming street reconstruction project.

D. Creating a Commission

Kirtz suggested that members of the Committee research other cities and their environmental/sustainability commissions. Members of the Committee committed to conducting research prior to the next meeting on March 19th.

E. Energy Action Plan

Kirtz explained that the Energy Action Plan has reached the end of its initial 18-month implementation period. Partners in Energy and City staff are looking to host a series of workshops with the Sustainability Committee and other community stakeholders to review the plan and its progress, and reestablish goals, focus areas, and strategies. Kirtz explained this process will result in an addendum to the Energy Action Plan and may

incorporate additional focus areas such as electric vehicles and beneficial electrification. The Committee expressed interest in participating and noted that the workshops should not overlap with regularly scheduled Committee meetings.

OLD BUSINESS

None.

INFORMATION ONLY

A. Roundtable Updates

The Committee expressed interest in touring the Crystal Lake Flocculation Plant and the Robbinsdale Water Treatment Plant.

ADJOURNMENT

Kirtz adjourned the meeting at 7:36 p.m.

TO: Mayor and City Council

PREPARED BY: Kayla Kirtz, Sustainability Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: May 6, 2025

RE: A Resolution Supporting the City of Robbinsdale to Host a Minnesota GreenCorps Member during the 2025-2026 Program Year

Background:

The Minnesota GreenCorps is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA). The program is designed to preserve and protect Minnesota's environment while training a new generation of environmental professionals. The program places members with host site organizations around the state to help communities increase resilience to climate change by:

- Reducing solid waste and increasing recycling.
- Reducing greenhouse gases and other air pollutants.
- Reducing water runoff and improving water and land quality.
- Assisting community members in taking eco-friendly actions.
- Reducing disproportionate negative impacts from pollution.
- Training new environmental professionals.

MN GreenCorps members serve for 11 months, from September 2025 through August 2026, approximately 40 hours a week.

The City of Robbinsdale has previously hosted two MN GreenCorps members: one member in 2022-2023 who implemented projects related to waste, recycling, and organics recycling, and one member in 2023-2024 who kicked off implementation of the Energy Action Plan. Together the City's Sustainability Coordinator, City Forester/Natural Resources Specialist, and Water Resources Specialist applied and were interviewed to host a MN GreenCorps member during the 2025-2026 program year. We collaborated on designing a work plan for the member that would address projects in all three sectors of sustainability, water, and forestry/natural landscapes. We hope to have the member focus on a few main projects, including the creation of a public organics recycling drop-off site, development of a community water quality assessment, assisting with forestry activities and landscape improvement, and conducting general outreach, engagement, and participation at city events in order to promote environmental topics. Following an interview with MPCA staff, the City of Robbinsdale was selected as a host site for the 2025-2026 MN GreenCorps program year.

Analysis:

A Council Resolution is required in order to execute the host site agreement between the City and the MPCA.

Recommendation:

Motion to read and adopt Resolution No. 8153: A Resolution Supporting the City of Robbinsdale to Host a Minnesota GreenCorps Member During the 2025-2026 Program Year.

Attachments:

1. Resolution No. 8153

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 6th day of May, 2025.

RESOLUTION NO. 8153

A RESOLUTION SUPPORTING THE CITY OF ROBBINSDALE TO HOST A MINNESOTA GREENCORPS MEMBER DURING THE 2025-2026 PROGRAM YEAR

WHEREAS, the City of Robbinsdale has applied to host an AmeriCorps member from the Minnesota GreenCorps, a program of the Minnesota Pollution Control Agency (MPCA), for the 2025-2026 program year; and

WHEREAS, if the MPCA selects the City of Robbinsdale, the organization is committed to implementing the proposed project as described in the host site application, and in accordance with pre-scoped position description; and

WHEREAS, the MPCA requires that the City of Robbinsdale enter into a host site agreement with the MPCA that identifies the terms, conditions, roles, and responsibilities;

NOW THEREFORE, BE IT RESOLVED that the City of Robbinsdale hereby agrees to enter into and sign a host site agreement with the MPCA to carry out the member activities specified therein and to comply with all of the terms, conditions, and matching provisions of the host site agreement and authorizes and directs the City Manager to sign the grant agreement on its behalf.

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 6TH DAY OF MAY, 2025.

Bradley Sutton, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: May 6, 2025
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 5/6/2025.

Attachments:

1. Contractor Licenses
2. Business Licenses

Contractor Licenses for Council Approval

<u>Name</u>	<u>Licensee Type</u>	<u>Fee Amount</u>
ALEXANDER PLUMBING, LLC BDA NBP	Plumbing Contractor	\$50.00
CLEAR CREEK PLUMBING	Plumbing Contractor	\$50.00
HUBER PLUMBING CO LLC	Plumbing Contractor	\$50.00
HUBER PLUMBING CO LLC	Mechanical Contractor	\$50.00
KNIGHTS PLUMBING LLC	Plumbing Contractor	\$50.00
LIBERTY PLUMBING COMPANY LLC	Plumbing Contractor	\$50.00
MIDSTATE LANDSCAPING & EXCAVATING LLC	Sewer / Water Contractor	\$50.00
MIDSTATE LANDSCAPING & EXCAVATING LLC	Excavation Contractor	\$50.00
MR ROOTER PLUMBING OF THE TWIN CITIES	Plumbing Contractor	\$50.00
MR ROOTER PLUMBING OF THE TWIN CITIES	Sewer / Water Contractor	\$50.00
MR ROOTER PLUMBING OF THE TWIN CITIES	Excavation Contractor	\$50.00
STAFFORD HOME SERVICES INC	Mechanical Contractor	\$50.00
THE FIREPLACE GUYS LLC	Mechanical Contractor	\$50.00
VPLUMBING LLC	Plumbing Contractor	\$50.00

Number of Licenses Requesting Council Approval:

14

BUSINESS LICENSES FOR COUNCIL APPROVAL

05/06/2025

License Type	Applicant	License Fee
Transient Merchant - Food Truck	D & D Goodies, LLC	25.00
Convenience Foods	DOLLAR TREE STORES INC	50.00
Transient Merchant - Food Truck	Habanero Tacos	25.00
Transient Merchant - Food Truck	Mi Gente, LLC	25.00
Transient Merchant - Food Truck	Phal's Best Steak & Gyros	25.00
Temporary Food	Robbinsdale Lions	50.00
Transient Merchant - Food Truck	The Purple People Feeder	25.00
Transient Merchant - Food Truck	Wai Jai, LLC	25.00

TO: Mayor and City Council

PREPARED BY: Tim Sandvik, City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: May 6, 2025

RE: 2nd Reading of an Ordinance Adopting Updates to Appendix B - Fee Schedule

Background:

City Code often references "Appendix B", which lists all fees for licenses, permits, and various other City Services. Updates to Appendix B are required to be made by Ordinance.

Analysis:

At least annually, staff review the Fee Schedule to ensure charges remain appropriate. Updates are typically done for the start of the year, but these efforts are ongoing and staff recommends changes at this time. The attached Fee Schedule highlights proposed changes (in red). In summary, recommendations for updates include:

Building, Housing, and Construction Regulations - Chapter 4

In January of this year, the city began to contract with Rum River Consulting (RRC) to provide building construction permitting, plan review and inspection services to Robbinsdale residents, businesses, and their building contractors due to a vacancy in the city's Building Official position. RRC contracts with over 20 other municipalities in the Twin Cities Metropolitan Area and have been providing excellent service these last few months to Robbinsdale. As a result in this change, city staff and Rum River have completed a more in-depth review of building construction permitting, inspection and plan review fees that the city and its contractor Rum River charge and found that some baseline fees (minimum fee charge) do not cover the actual cost of providing the service. It was also found that Robbinsdale's minimum fees were lower than the majority of the other 20 plus jurisdictions Rum River Consulting works in.

When it comes to fees charged, the goal is for the fee to reflect the actual cost to the city and/or its contractor to perform the work, and to ensure that the fees are transparent, and that the fees are consistent with other cities to introduce an element of fairness as a cost of doing business. As such, staff recommend some modest in dollar fee changes including increasing the minimum permit and inspection fee from \$50 dollars, to \$125. For the more specialized construction permit plan review and inspection for plumbing, fire sprinkler/suppression equipment, and work on state owned and licensed buildings, the minimum fee is proposed is listed now as \$300. In keeping with the intention of charging fees based on cost to perform such work, it is also recommended that the city's minimum fee to re-inspect a rental license property that failed a previous city inspection, and the minimum fee charged for demolition and building moving be increased to \$125.

Lastly, staff recommends that the city discontinue the practice of licensing construction, plumbing and mechanical building contractors going forward, as the state's Department of Labor & Industry (DOLI) performs annual licensing of these contractors and maintains a searchable

data base for individuals and the city building inspectors and/or contractors to verify. This takes into account that the state (DOLI) verifies state code requirements for training certificates and insurance coverages for these contractors as having been met. It is redundant for the city to also license these businesses and as such, staff recommend the requirement for such licensing should be repealed in city code Chapter IV, Building, Housing & Contractors, Section 405, Licensed Construction Activities, and be eliminated from the city fee schedule.

The city's fee schedule with strike thru notations and with red ink fee adjustment related to building construction permits and rental license inspections recommendations are also attached.

EV Charging

Coming this summer, the City will install a dual-port Level 3 direct current electric vehicle fast charging station at Robbinsdale City Hall. This charging station is intended to be available for public use. The suggested fees take into account various factors: Xcel Energy customer charges and demand charges, annual warranty fees, and the annual network subscription. These fees are being set with the intention of making Robbinsdale's electric vehicle charging network a self-sustaining program: any profits made from EV charging will be used to reinvest in the installation of new charging stations, replacement of charging stations at the end of their life, and to address any unanticipated maintenance expenses. The suggested fee is equivalent to a customer spending \$1.58 per one gallon of gas. Staff intend to reevaluate the public EV charging fee structure after six months once significant user data has accumulated.

Connection Fee (per connection) \$1.00

Charging Rate (per kWh) \$0.75

Idle Time Rate (per hour) (kicks in 15 minutes after vehicle is fully charged) \$1.00

Recommendation:

Hold the second reading of, and approve AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE FEE SCHEDULE.

Attachments:

1. DRAFT - FEE SCHEDULE Updated 4.125
2. Fee Schedule Ordinance - 2nd Reading

Robbinsdale

**APPENDIX B
ROBBINSDALE ORDINANCE CODE
AND GENERAL FEE SCHEDULE**

Updated xx - xx - xxxx

TABLE OF ¹ CONTENTS
APPENDIX B
ROBBINSDALE ORDINANCE CODE
AND GENERAL FEE SCHEDULE

Miscellaneous Fees	1
Fees Established Under Separate Resolution and Maps	2
General Provisions – Chapter I Administrative Penalty System	2
Building, Housing and Construction Regulations – Chapter IV	3-4
Parking Ramp & Rental Inspections	3
Planning and Land Use – Chapter V	5-6
Public Health and Food – Chapter VI	7
Public Utilities and Public Works – Chapter VII	8
Streets, Alleys and Public Ways and Parks – Chapter VIII	9
Public Safety: Animals and False Alarms – Chapter IX	10
Domestic Partnership Registry – Chapter X	11
Business and Trade Regulations – Chapter XI	11-13
Liquor and Beer – Chapter XII	14
Traffic, Motor Vehicles; Miscellaneous Permits; Police and Fire Miscellaneous	15
Attachment A: DEMOLITION AND MOVING PERMIT FEES	
Attachment B: PLUMBING PERMIT FEE SCHEDULE	
Attachment C: PLUMBING PERMIT FEE SCHEDULE	
Attachment D: MECHANICAL PERMIT FEE SCHEDULE	
Attachment E: SIGN FEES	
Attachment F: PARK FACILITIES/EQUIPMENT FEES	
Attachment G: CONDUIT DEBT ISSUANCE FEE SCHEDULE	
Attachment H: RENTAL LICENSE INSPECTION FEES	
Attachment I: SCHEDULE OF OFFENSES AND FEES ADMINISTRATIVE PENALTY SYSTEM	
Attachment J: EV CHARGING	

¹ Fees listed are local only. State and/or County fees may also apply.

APPENDIX B
FEE SCHEDULE

Page 1

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
MISCELLANEOUS FEES				
Special Assessment Searches	Fee	Eng & Assessor		\$25/search
Special Assessment Self Search	Fee	Assessor		\$10/visit
City Ordinance Code (updating not included)	Fee	Administration		\$150
City Zoning Ordinance Code (updating not included)	Fee	Administration		\$100
City Charter (updating not included)	Fee	Administration		\$50
Budget Book - Annual	Fee	Finance		\$75
Financial Statements - Annual	Fee	Finance		\$75
Comprehensive Plan (updating not included)	Fee	Administration		\$75
Copies of Miscellaneous Information	Fee	All		\$0.25 Per page
Council Meeting Minutes - mailed – Non-Resident Only	Fee	Administration		\$25/year or \$0.25 Per page + Postage
Notary	Fee	All		\$5.00 per oath; Limited to 2 per occasion (Effective 8-1-14)
Owners List – name & address only (paper copy)	Fee	Assessor		\$100 entire city or \$0.25 Per page
Owners List - property characteristics (paper & electronic)	Fee	Assessor		\$45 per hour for research
Property Record card – except personal residence	Fee	Assessor		\$2/record card to maximum of 5
Abatement – administrative oversight	Fee	Assessor		\$25
Returned Check	Fee	Finance		\$50 each
Filing of Various Instruments	Fee	Administration		None
Administrative Charge for Special Assessments	Fee	Administration		\$75 each
Abatement of Nuisance/Problem Property	Fee	All		\$50 + actual city costs recovered \$50 per visit to property by Inspector prior to and follow-up on Abatement
Conduit Debt Issuance	Fee	Finance		See Attachment G
Road Closure Permit for Construction/Maintenance	Fee	Eng		\$100 Single Lane Closure \$200 Full Road Closure
US Passport Photo Prints	Fee	Finance		\$18 per set of two passport photos

APPENDIX B
FEE SCHEDULE

Page 2

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
FEES ESTABLISHED UNDER SEPARATE RESOLUTIONS				
Water Utility Surcharge – per dwelling unit				Separate Resolution
Water Utility Rate - per 1000 gallons				Separate Resolution
Sanitary Sewer Surcharge - per dwelling unit				Separate Resolution
Sanitary Sewer Rate – per 1000 gallons				Separate Resolution
Storm Water – per acre				Separate Resolution
Street Lighting – mid block				Separate Resolution
Garbage				(See Public Health) Separate Resolution
Speed Bumps (Resolution 6340)				\$200 per bump site.
Speed Bump Signs				\$150 per sign – 2 signs required per block
Speed Bump Administration Fee				\$50
Tree Removal – Administration fee – requested oversight				\$75.00
Tree Removal –Administration fee - forced removal				150.00
Candidate Filing Fee – City Charter Amendment 38	Fee			\$30
MAPS				
Aerials:	Fee	Engineering		\$35 - 34"x46" 1"=300' \$30 - 21"x27" 1" = 500' \$25 - 18"x24" 1"=600'
Others:	Fee	Engineering		\$15 - 24"x36" standard plan (photo copy) \$30 - 34"x46" lg address/zoning 1"=300' \$25 - 21"x27" sm address/zoning 1"=500' \$20 - 18"x24" address 1"=600'
Shipping for any of the above maps	Fee	Engineering		\$5
GENERAL PROVISIONS – CHAPTER I				
Administrative Penalties – 117	Fee	Code Enforcement	Per occurrence	See Attachment I

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUILDING, HOUSING AND CONSTRUCTION REGULATIONS – CHAPTER IV				
Demolition & Moving– 400.05	Permit	Building Insp.		See Attachment A
Plumbing – 400.05	Permit	Building Insp.		See Attachment B
Fire Suppression – 400.05	Permit	Building Insp.		See Attachment C
General, Building – 400.05	Permit	Building Insp.		See Attachment C
Plan Review	Permit	Building Insp.		See Attachment C
License Verification (surcharge)	Permit	Building Insp.		See Attachment C
Excavations & other activities in the right of way – 405.19	Permit	Building Insp.		See Attachment C
Mechanical	Permit	Building Insp.		See Attachment D
Signs – 410.25	Permit	Building Insp.		See Attachment E
Masonry – 405.15	Permit	Building Insp.	12/31	\$50
Contractors – 405.13	License	Building Insp.	12/31	\$50
Excavator – 405.09	License	Building Insp.	12/31	\$50
Demolition – 405.08	License	Building Insp.	12/31	\$50
Heating & Air Conditioning – 405.01	License	Building Insp.	12/31	\$50
Off-Site Directional Signs—410.05 & 841	License	Administration & Engineering	12/31	\$240/sign initial fee \$40/sign/face plus sign replacement costs, if any, annually
Roofing – 405.17	License	Building Insp.	12/31	\$50
Plastering, Stucco, Lathing – 405.11	License	Building Insp.	12/31	\$50
Plumbing – 405.01	License	Building Insp.	12/31	\$50
Sewer Maintenance – 405.07	License	Engineering	12/31	\$50
Crane – 405.21	License	Engineering	12/31	\$50
Sign Hanger – 410.27	License	Building Insp.	12/31	\$50
Parking Ramp – 415.05	Certificate	Engineering	6/30	\$100
Late Fee for Parking Ramp Renewal Submitted after 6/30	Fee	Engineering		\$100
Inspection of Rental Dwellings – 425.31	License	Code Enforcement	12/31 Biannually	See Attachment H
Re-inspection of Rental Dwellings – 425.31	License	Code Enforcement		See Attachment H

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUILDING, HOUSING AND CONSTRUCTION REGULATIONS – CHAPTER IV (CONTINUED)				
Point of Sale Administration Fee — 435.07	Fee	Comm. Devt	12/31	● \$50 Initial Evaluator Certification Fee ● \$25 Annual Evaluator Certification ● \$50 Filing Fee for Point of Sale Reports ● \$50 Building Official Verification of R/R Item Completion/Resolution — 1st visit, waived if work covered by building permit. \$25/visit for additional follow-up inspections, as required for compliance. ● \$25 Filing Fee for Buyer's Responsibility Agreement

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PLANNING AND LAND USE REGULATIONS – CHAPTER V				
Lot split – 500.13	Fee	Community Development	Per Project	\$200
Sketch Plats – 500.15	Fee	Community Development	Per Project	\$100
Preliminary Plats – 500.17	Fee	Community Development	Per Project	\$200+\$100/lot *
Final Plat – 500.19	Fee	Community Development	Per Project	\$150 *
Subdivision Variance Application – 500.39	Fee	Community Development	Per Project	\$200 *
Initiation of Amendment to Subdivision Regulations – 500.47	Fee	Community Development	Per Project	\$500 *
Initiate Amendment to City of Zoning Code	Fee	Community Development	Request	\$500 *
Use Permit – 535.11, Subd. 1	Fee	Community Development	Per Project	\$85 + time & materials \$100 + additional expenses incurred \$25 Sign permits requiring Council approval
Conditional Use Permit – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	\$250 * Plus Filing Fee
Conditional Use Permit – 515.05, 515.07, 520.03, 521.01, 521.03	Fee	Community Development	Per Project	\$750 + \$250 per acre
Zoning Amendments – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	\$500
Zoning Variances and Appeals – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	\$200 * Plus Filing Fee
Review Encroachments in City Rights-of-Way	Fee	Community Development	Per Project	\$150 *
Comprehensive Plan Amendments – 535.15, Subd. 1(a)	Fee	Community Development	Per Project	\$500 *
Vacation – 830.01	Fee	Community Development	Per Project	\$200 *
Zoning development pre-application review (variance, CUP, Rezoning, et al)	Fee	Community Development	Per Project	\$50 *Fee applied to project if project proceeds.
Tax Combination or Split Review	Fee	Community Development	Per Request	\$75
Request by a lender/agency, etc. for a Zoning Compliance letter	Fee	Community Development	Per Request	\$75 **
Zoning research for state license forms (i.e. salon, wholesale motor vehicle, etc.)	Fee	Community Development	Per Request	\$75 **
Request for property status letter (non-conforming, illegal, et al)	Fee	Community Development	Per Request	\$200 **
Request for Floodplain technical assistance	Fee	Community Development	Per Request	\$50 **
Request for Zoning Classification or Flood Plain panel & date	Fee	Community Development	Per Request	\$25 **
*Applicant may be liable for additional expenses such as legal fees. ** Applicant may be billed for additional staff time.				

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PLANNING AND LAND USE REGULATIONS – CHAPTER V (Continued)				
Mailing fee for all required mail notifications	Fee	Community Development	Per Address	\$1 per address
Architectural Review – signs in overlay district	Fee	Community Development	Per location	\$50
Architectural Review – New construction in overlay district	Fee	Community Development	Per location	\$50/hour. 1 hour minimum
Development consulting (except city sponsored)	Fee	Community Development	Per Request	\$50/hr. 1-hour minimum. *Fee applied to project if project proceeds.
Rezoning request	Fee	Community Development	Per Request	\$500
Rezoning request for R-2 to R-1	Fee	Community Development	Per Request	\$150

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PUBLIC HEALTH – CHAPTER VI				
Garbage Collector	License	Administration	12/31	\$50/1 st truck and \$50/additional truck
Dumpster on Private Property 605.03				Fee listed along with fees for dumpster in right of way – Chapter VIII
Garbage Collections – 605.07	Fee	Administration		Adjusted annually by Council
Garbage/Recycling Cart Exchange	Fee	Utility Billing		\$5
Residential Solid Waste Truck Return or Extra Pickup. Return: i.e. customer error. Extra: i.e. tenant move out.	Fee	Utility Billing		\$10
Therapeutic Massage, Establishment – 613.13	License Fee	Administration Police Department	12/31	\$250 annually \$500 initial investigation \$200 renewal investigation
Therapeutic Massage, Individual – 613.13	License Fee	Administration Police Department	12/31	\$75 annually \$50 annual investigation fee
Therapeutic Massage, Home Business—613.13 • Limited to a business owner who is also the sole therapist	License Fee	Administration Police Department	12/31	\$150 annually new \$100 annually renewal \$100 annual investigation
Temporary Food Sales – 615.01	License	Administration	12/31	\$50; Non-Profits may submit all events at one time for one annual fee
Restaurant/Café without alcohol– 615.01	License	Administration	12/31	\$50
Restaurant with alcohol – 615.01 & 1205.01	License	Administration	12/31	\$200
Soft Drink Parlor – 615.03	License	Administration	12/31	\$50
Convenience Food/Drive-In Establishment – 615.05	License	Administration	12/31	\$50
Body Art Business - 625	License	Administration	12/31	\$100 annually \$500 initial investigation \$200 renewal investigation

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PUBLIC UTILITIES – CHAPTER VII				
Storm, water & sanitary sewer connection inspection - 700.33	Permit	Engineering		\$75/connection
Fire Water Charge (FWC) 705.03	Fee	Finance	Quarterly	None
Restoration of Service Charge – 705.09	Fee	Finance		\$30
Service fee for non-functioning unit – 705.15	Fee	Engineering/Finance		\$30/month 1 st 12 months; \$60/mo thereafter
Telecommunications Facilities and Equipment – 715.03	Permit	Engineering	Per occurrence	\$100 (construction, maintenance, relocation on public right-of-way)
Telecommunications Towers – 720	License	Clerk	Annual or per occurrence	\$500 (develop, construct, or erect tower and maintain tower). \$500 per occurrence (modify tower or antenna array)
STREETS, ALLEYS AND PUBLIC WAYS – CHAPTER VIII				
Street Excavations – 800.05	Permit	Engineering	Each Occurrence	\$35/utility company \$75/all others
Street Repair – 800.23	Permit	Engineering		\$600 for 1 st 30 s.f. + \$15 each additional square foot
Curb cuts/Driveway Apron or Sidewalk – 800.23	Permit	Engineering		\$50
Excavations or Other Activities in Right of Way – 800.23	Permit	Engineering		See Street Excavations above
Vacation – 830.01	Fee	Planning	Per Project	\$200
Newspaper Racks – 839.03	License	City Clerk	12/31	\$25/year up to 5 boxes; \$5/box \$150 impoundment fee \$25/site inspection or relocation
Courtesy Bench – 840.01	License	City Clerk	12/31	\$50/bench
Placement of Dumpster/Collection Bin/Storage Container – In Right-of-Way 845.15	Permit	Engineering	(7 day permit)	\$50 1 st 7 days; \$75 for second week; \$210 for each week after the second week. No pro-ration.
Private Property 605.03	Permit	Code Enforcement	30 days	\$0 1 st 30 days; \$50 2 nd 30 days; \$100 3 rd and subsequent 30 day permits. \$50 per month for new residential & commercial construction for no more than 6 and 9 months respectively. \$100 per month thereafter.

FEE SCHEDULE

PUBLIC WORKS/PUBLIC UTILITIES MISC.				
Sump Pump utility charge (non compliance)	Fee	Engineering		\$50 per month
Water Meter	Fee	Public Works		\$180 + tax
Tailpieces	Fee	Public Works		\$47.54 + tax per pair
Horn (mandatory in new homes starting 01-01-06)	Fee	Public Works		\$138.67 + tax
MXU	Fee	Public Works		\$165 + tax
Locate curb stops, without Gopher State One Call Locate	Fee	Public Works		\$50 each locate
Shut Off Water at Stop Box	Fee	Public Works		\$150 (\$100 refund if unable to shut off)
Water Main Shutdown	Fee	Public Works		\$200 per valve
Hydrant meter rental fee	Fee	Public Works		\$50 per week + \$1,000 deposit + water usage
Resident Requested Sign – non warrant, including install	Fee	Public Works		\$200 new; \$40 + cost of sign for replacement
Tree Trimming				
CR 81 Corridor Tree Knockdown Fees				
Median Tree with Diameter <3"	Fee	Forestry	Each Occurrence	\$1,175
Median Tree with Diameter >3"	Fee	Forestry	Each Occurrence	\$1,325
	Fee	Forestry	Each Occurrence	\$1,025
Boulevard Tree with Diameter >3"	Fee	Forestry	Each Occurrence	\$1,175
Other Public Tree Knockdown Fees (Excluding CR 81 Corridor)				
Park or Right-of-Way Tree, all sizes	Fee	Forestry	Each Occurrence	\$500
Pick up and Storage of Temporary Traffic Control Devices	Fee	Public Works	Per Permit	\$65 for one device & \$15 for each additional device for pick up; plus \$250 for up to 10 items for up to 5 calendar days of storage; \$250 for additional storage for up to 5 calendar days. Note: signs not picked up within 15 days are deemed to be abandoned.
Street Light Knockdown Fee				
LUMEC Light (Robbinsdale Streetscape Light)	Fee	Public Works		\$6,400
HOLOPHANE LIGHT (CR81 – Single Luminaire)	Fee	Public Works		\$5,900

FEE SCHEDULE

HOLOPHANE LIGHT (CR81 – Double Luminaire)	Fee	Public Works		\$6,900
ACUITY Light (25' pole)	Fee	Public Works		\$4,800
ACUITY Light (Noble – 25' pole + banner)	Fee	Public Works		\$5,000
ACUITY Light (CR9 – 40' pole)	Fee			\$6,700
<u>EQUIPMENT & PERSONNEL – PER HOUR</u>				
Lawn mower	Fee	Public Works		\$30 + actual labor cost
Pickup truck, Van	Fee	Public Works		\$25 + actual labor cost
Utility trailer, Roller & trailer, Paint Striper, Compressor truck	Fee	Public Works		\$30 + actual labor cost
Dump truck, Water Wagon	Fee	Public Works		\$40 + actual labor cost
Backhoe, Loader, Sweeper, Grader	Fee	Public Works		\$50 + actual labor cost
Vactor	Fee	Public Works		\$200+actual labor cost
Utility Meter Return	Fee	Engineering		20% of initial equipment cost

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PARKS MISCELLANEOUS				
Park Buildings	Fee	Parks		See Attachment F
Picnic Shelters	Fee	Parks		See Attachment F
Athletic Fields & Rink Lights	Fee	Parks		See Attachment F
Park Facilities and Equipment Fees	Fee	Parks & Recreation		See Attachment F

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
PUBLIC SAFETY – CHAPTER IX				
Dog and Cat – 915.03	License	Administration	12/31 – every other year	\$15 neutered/spayed \$20 not neutered/spayed \$10 fee Multi-Cat Residence (in addition to regular licenses) \$3/duplicate tags
Impoundment – 915.19	Fee	Animal Control		\$75/1 st offense \$100/2 nd offense \$125/3 rd offense Boarding fee for large & small animals–current contract rates apply.
Domesticated Animal – 915.37	Permit Fee	Administration	12/31	\$25 +\$1/address mailing to 200 feet \$50/initial investigative fee
Wild & Exotic Animal – 915.39	Permit Fee	Administration	12/31	\$50 \$50/initial investigative fee
Potentially Dangerous Animals – 915.25 Dangerous Animals – 915.27	Permit Fee	Police	12/31	\$200
False Alarms – 920.09	Penalties	Police & Fire Departments	12/31	See Attachment I
Repeat Nuisance Service Call Fee – 927.05	Fee	Police & Code Enforcement	365 day cycle	\$250 for each call starting with third call, after proper notice, charged to owner and/or \$250 for occupant if not the owner, plus additional fees for excess costs all per 927.05, Subd. 2, plus penalties in this code section.

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
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FEE SCHEDULE

DOMESTIC PARTNERSHIP REGISTRATION – CHAPTER X				
Domestic Partnership Registration – 1015 PART B	Fee	Administration	Not applicable	\$20 – registration plus \$1 per each additional certified copy at time of registration \$15 – charge per certified copy plus \$1 per each additional certified copy any time other than initial registration \$15 – termination fee
BUSINESS AND TRADE REGULATIONS – CHAPTER XI				
Mini-golf – 1100.01	License	Administration	12/31	\$75
Pool Hall or Bowling Alley – 1100.03.13	License	Administration	12/31	None
Change of Location – Pool Hall or Bowling Alley – 1100.03.14	License	Administration	12/31	Same as regular
Theater – 1100.05	License	Administration	12/31	\$200
Carnivals, Shows, Public Entertainment (Outdoors) – 1100.07	License	Administration	12/31	\$100/day – single performance \$300/multiple performance not to exceed 3 days \$50/each additional day over 3 days
Carnivals, Shows, Public Entertainment (Indoors) – 1100.07	License	Administration	12/31	\$75/day – single performance \$150/annual
Entertainment (Indoors) including banners permitted by 521.01 subd 9(6)	License	Administration	12/31	\$250/annual includes both indoor and outdoor advertising banners limited to 90 days total
Mechanical Amusement Devices – 1100.09	License	Administration	12/31	\$15 per site and: \$15/pinball machine \$15/kiddie ride machine \$15/all other mechanical amusement devices including video games

FEE SCHEDULE

Lawful Gambling Investigation Fee – 1105.07	Initial Premises Permit	Administration	N/A	\$100
Lawful Gambling, Exempt from MN § Section 349.214 – 1105.09	Permit	Administration	12/31	\$50/annually/bingo only \$5/occasion/bingo only *Note electronically connected Bingo-State License

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUSINESS AND TRADE REGS – Chapter XI (Cont'd)				
Public Dances – 1110.05	Permit	Administration	12/31 Daily Basis	\$1,000 \$60/day
Pet Shop – 1115.03	License	Administration	12/31	\$50
Peddlers – 1120.01	License Fee	Administration	12/31	\$100 \$50 investigation fee
Transient Merchant – 1120.03	License	Administration	12/31	\$50 – per vehicle or location
Transient Merchant – 1120.04 State licensed mobile food unit (MFU) at a temporary fixed location NOTE: There are zoning restrictions. Only allowed in B-3 and B-4 with property owner approval and in City Parks with Council Approval	License	Administration	Annual	\$25/Site Plan Review \$25/MFU
Going Out of Business Sale – 1120.05	License	Administration	12/31	\$35 + \$2 for each \$1,000 of inventory or major part thereof \$75-renewal for no more than 30 days \$25/day – second renewal for 30 days
Car Wash – 1130.01	License	Administration	12/31	\$75
Cigarette Vending /Tobacco Sales– 1132.05	License	Administration	12/31	\$325
Christmas Tree Sales – 1130.05	License	Administration	12/31	\$75
Dry Cleaning/Laundry Facility – 1130.07	License	Administration	12/31	\$50
Auto Dealer – 1130.09 (Regulated under MN § Chapter 168)				Must provide copy of state license
Gas Station Pumps – 1130.11	License	Administration	12/31	\$100/1 st pump \$10/each additional pump
Secondhand Goods Sales – 1135.09 Secondhand Goods Sales – 1135.17, Investigation	License Fee	Administration	6/30	\$200 \$750 investigative fee \$400/multiple dealers/same location \$50/one day secondhand sales \$75/more than 1 day, less than 5 days
Consignment House Dealer – 1135.09	License	Administration	12/31	\$100 \$500 initial investigation fee \$200 renewal investigation fee

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
BUSINESS AND TRADE REGS – Chapter XI (Cont'd)				
Pawn Broker – 1135.09 Pawn Broker, Investigation – 1135.17	License Fee	Administration	12/31	\$2,750 + \$2.00 transaction \$800 investigation fee – up to \$10,000 to recover costs
Adult Establishments – 1140.11 Adult Establishment – 1140.11, Investigation	License Fee	Administration	12/31	\$2,500 \$50 per video booth/viewing stall \$800 investigation fee – up to \$10,000 to recover costs
Lawn Fertilizer Application Control – 1145.00	License Fee	Administration	12/31	\$100 - 1 st Vehicle \$25 each additional vehicle
Donation Collection Bins - 1155	License Fee	Administration	12/31	\$50 per bin
Late Fees-License Renewal-1005.11 subd 2	Fee	Administration	12/15-12/31	\$50

APPENDIX B
FEE SCHEDULE

Page 17

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
LIQUOR AND BEER – CHAPTER XII				
Intoxicating Liquor: Off-sale, Municipal Liquor Dispensary Only – 1205.01, Subd. 5				
Intoxicating Liquor: 1205.01, Subd. 5 & 6 Off-sale, Municipal Liquor Dispensary – Off-sale, Brewer Off-Sale Malt Liquor Off-sale Micro distillery	License	Administration	12/31	\$100/brewer or brew pub off-sale \$300/microdistillery
Intoxicating Liquor – 1205.07 (NOTE: Public hearing required for increase in liquor fees)	License	Administration	12/31	\$5,800/on-sale \$300/on-sale club/0-1,000 members \$500/on-sale club/1,001 + members \$2,000/on sale wine only \$550/brewer taproom or brew pub on-sale \$300/cocktail room \$200/Sunday on-sale (pro-rate qtly) \$50/temporary, non-profit only \$50/temporary, small brewer or micro distillery for social event
Intoxicating Liquor, Investigation – 1205.07	Fee	Police Department		\$500 to \$10,000 out-state (for all new intoxicating liquor license applications, including wine). \$250 renewal This fee does not apply to Special Sunday or Temporary
3.2% Malt liquor – 1215.03 (NOTE: Public hearing required for increase in liquor fees)	License	Administration	12/31	\$100/off-sale \$550 on-sale only \$50/temporary, non-profit only
3.2% Malt Liquor, Investigation – 1215.05	Fee	Police Department	12/31	\$100/off sale only \$500/on-sale only \$250 on-sale renewal
Entertainment – 1200.25	License	Administration	12/31	\$150

FEE SCHEDULE

Description, Ordinance Chapters/Section	Type	Department	Expiration	Fee
TRAFFIC, MOTOR VEHICLES AND OTHER VEHICLES – CHAPTER XIII				
Parking by Permit Only – 1305.13	Fee	Police Department		First 3 permits \$0.00 Fourth permit - \$25.00
MISCELLANEOUS PERMITS				
Loudspeaker Devices – 2005.13	Permit	City Council	12/31	\$75.00
POLICE MISCELLANEOUS				
Audio Tapes	Fee	Police		\$20 each
Video Cassette Tapes & DVD's	Fee	Police		\$20 each
Fingerprinting (upon request)	Fee	Police		\$20
Police Reports (any)	Fee	Police		\$0.25 per page
Photos	Fee	Police		Actual costs + \$10 handling fee
Security & Traffic Assignment for Officers	Fee	Police		Current senior top patrol overtime-hourly rate, including benefits, +3%.
Vehicle Lock-outs	Fee	Police		None
Request for Criminal Information – Apartment Complexes	Fee	Police		\$100 annual
False Alarms	Fee	Police		See Attachment I
Drug & Chem. Lab cleanup – Ord. 625	Costs	All		Owner to Pay Costs
Body Cam Footage*	Fee	Police		\$25 per request – *subject to public records regulations
FIRE/Comm Development MISCELLANEOUS				
Burning Permit	Permit	Fire	When altered	\$50 - one time fee (no alterations)
Inspections – Day Care facilities	Fee	Fire		\$50 each visit
Inspections – Rental properties	Fee	Fire		See Attachment H
Fire Reports	Fee	Fire		\$0.25 per page
Fire Water Charge	Fee	Fire		None
Firework – consumer – Section 1150	License	Fire	12/31	Maximum allowable by State Statute 624.20
Fireworks – Display permit – Section 1150.06	Permit	Fire	12/31	\$200.00

FEE SCHEDULE

CERTIFICATE OF OCCUPANCY				
Certificate of Occupancy – Land Use Review	Permit	Comm Development		\$100 \$125.00
Up to 5,000 sf	Permit	Comm Development		\$500
5,001 – 25,000 sf	Permit	Comm Development		\$800
25,001 – 75,000 sf	Permit	Comm Development		\$1,200
75,001 – 100,000 sf	Permit	Comm Development		\$1,600
100,000 – 200,000 sf	Permit	Comm Development		\$2,000
200,001 sf or greater	Permit	Comm Development		\$2,500

ATTACHMENT A

DEMOLITION AND MOVING PERMIT FEES

FEES REQUIRED

The Building Inspector, before issuing any house-moving permit or the demolition of any building or structure shall require payment by the applicant for such permit of fees in the amounts herein provide.

DEMOLITION PERMIT

The demolition permit fee shall be based on the total cost of demolishing such structure at the rate of 1.5% of the contract value.

In no case shall the fee charged for any demolition permit be less than ~~fifty dollars (\$50).~~
one hundred twenty five (\$125.00)

MOVING PERMIT

- (a) For holding up, raising or moving any building or structure on the same lot, the fee shall be ~~fifty dollars (\$50).~~ one hundred twenty five (\$125.00)
- (b) Minor buildings, as used in this section, shall be taken to mean accessory buildings, including, but not limited to, private garages, sheds, construction shacks, etc., as shall be determined by the Building Inspector.
- (c) For a permit for moving any building, except a minor building as herein defined, from one location to another on private property, or to a different lot over the streets of the city, the fee shall be ~~one hundred dollars (\$100).~~ The same permit fees shall apply to any building being moved through the city from a place outside the city to another location outside the city. One hundred twenty five (\$125.00)

PLUMBING PERMIT FEE SCHEDULE**FEES REQUIRED**

The Building Official, before issuing any permit for the installation, alteration, addition or repair of any plumbing work, fixture or device shall require the payment by the applicant for such permit of the fees or fees in the amount herein provided.

Contract \$2,439.00 or less	\$50.00
Contract \$2439.00 to \$10,000	2% of contract value
Contract more than \$10,000	\$200.00 for first \$10,000.00 Plus 1.5% for the remainder of contract value

Total Value**Fee**

\$2,000	\$125.00 Minimum
\$2,001 to \$25,000	\$125.00 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$505.65 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001- \$100,000	\$805.65 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001-\$500,000	\$1,288.15 for the first \$100,000 plus 6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,928.15 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$6,678.15 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof

The fee for appliance only permits shall be ~~\$50 plus \$1 state surcharge (\$51 total)~~
\$125.00 fee

1) The cost of installations, alterations, additions, or repairs shall include all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by the contractor. The value of work by a homeowner shall be equal to the cost for labor and materials that would be charged by a contractor. All values shall be subject to approval of or determined by the Building Official.

2) **REVISION OF ESTIMATED COST:** The estimated cost shall be subject to review by the Building Official, and if the estimate does not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official may revoke any permit issued containing false information regarding the value of the work authorized by said permit pursuant to Section 89.150 of this Code. If the actual cost exceeds the estimated by five hundred dollars (\$500.00) or more, the applicant shall report within thirty (30) days after completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost.

3) The city may require permit applications be accompanied by a copy of the contract.

PLAN REVIEW FEES

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the plumbing permit fee, **with a minimum fee of \$300 to be collected.**

The plan review fees specified in this subsection are separate fees from the permit fees specified above and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee may be charged.

WORK COMMENCING BEFORE PERMIT ISSUANCE

If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.

ROBBINSDALE BUILDING CODE FEE SCHEDULE*

<u>Total Valuation</u>	<u>Fee</u>
\$1.00 to \$500.00 \$2,000	\$50.00 \$125.00 Minimum
\$501.00 to \$2,000.00 \$2,001 to \$25,000	\$125.00 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000 \$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00, with a minimum fee of \$50.00.
\$2,001.00 to \$25,000.00 \$25,001 to \$50,000	\$505.65 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000 \$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00 \$50,001- \$100,000	\$805.65 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000 \$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof to and including \$50,000.00
\$50,001.00 to \$100,000.00 \$100,001-\$500,000	\$1,288.15 for the first \$100,000 plus 6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000 \$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00 \$500,001 to \$1,000,000	\$3,928.15 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000 \$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof.
\$500,001.00 to \$1,000,000.00 \$1,000,001 and up	\$6,678.15 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof \$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.

OTHER INSPECTION FEES

1. Inspections outside of normal business hours (min. charge two hours).....~~\$65.00~~ per hour ¹
~~\$125.00~~
2. Re-inspection fee assessed under provisions of section 305.8.....~~\$65.00~~ per hour ¹
~~\$125.00~~
3. Inspections for which no fee is specifically indicated
(minimum charge one-half hour).....~~\$65.00~~ per hour ¹
~~\$125.00~~

4. Additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour).....~~\$65.00~~ per hour ¹
\$125.00

5. For use of outside consultants for plan checking and inspections, or bothActual Cost ²

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. The cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

²Actual costs include administrative and overhead costs.

RESIDENTIAL - FLAT FEES

Siding House/Garage	\$155
Garage Siding	\$85 \$125.00
Roofing, tear off, House/Garage	\$155
Garage re-roof	\$85 \$125.00

FIRE SUPPRESSION EQUIPMENT FEES

The Building Official, before issuing any permit for the construction, installation, alteration, addition or repair of any fire suppression system or equipment connected therewith, shall require the payment by the applicant for such permit of the fees. The fees for fire suppression systems shall be the same as established by the building permit fee above, based on the contract value, with a minimum fee of \$300 to be collected.

The cost of installations, alterations, additions, or repair shall include all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by the contractor.

REVISION OF ESTIMATED COST: The estimated cost shall be subject to review by the Building Official, and if the estimate does not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official and/or Fire Chief may revoke any permit issued containing false information regarding the value of the work authorized by said permit. If the actual cost exceeds the estimated by five hundred dollars (\$500.00) or more, the applicant shall report within thirty (30) days after completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost. A copy of the contract may be required to verify the value.

PLAN REVIEW FEES

When submittal documents are required by the Building Code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the building permit fee. The plan review fee for similar buildings shall not exceed 25 percent of the normal building permit fee.

Plan review fees for public buildings and state licensed facilities will have a minimum fee collected of \$300.00

The plan review fees specified in this subsection are separate fees from the building permit fees specified above and are in addition to the building permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee shall be charged as required by the Building Code.

WORK COMMENCING BEFORE PERMIT ISSUANCE

If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.

LICENSE VERIFICATION FEE

A surcharge of \$5.00 shall be added to all residential building permits when performed by state licensed residential building contractors and remodelers, and residential roofers. This fee will be in addition to the Building Permit and Plan Check fees.

MECHANICAL PERMIT FEE SCHEDULE**FEES REQUIRED**

The Building Official, before issuing any permit for the construction, installation, alteration, addition or repair of any furnace, boiler, heating or power plant or system, or any device or equipment connected therewith, or for any other device connected, or to be connected, with any chimney or stack, or for the construction, installation, alteration, addition or repair of any air conditioning or ventilation system or sheet metal ductwork or piping system or equipment connected therewith, shall require the payment by the applicant for such permit of the fees or fees in the amount herein provided.

Contract \$2,439 or less	\$50
Contract \$2,439 to \$10,000	2% of contract value
Contract for more than \$10,000	\$200 for first \$10,000
	Plus 1.5% for the remainder of contract value

Total Value**Fee**

\$2,000	\$125.00 Minimum
\$2,001 to \$25,000	\$125.00 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$505.65 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001- \$100,000	\$805.65 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001-\$500,000	\$1,288.15 for the first \$100,000 plus 6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,928.15 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$6,678.15 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof

- (a) The cost of installations, alteration, additions, or repairs shall include all labor and materials supplied by the contractor. In addition, it shall include all materials supplied by other sources when the contractor normally supplies these materials.
- (b) **REVISION OF ESTIMATED COST:** The estimated cost shall be subject to review by the Building Official, and if the estimate does not reflect the true cost, it shall be revised and the applicant shall pay the fee based upon such revision. The Building Official may revoke any permit issued containing false information regarding the value of the work authorized by said permit pursuant to Section 89.150 of this Code. If the actual cost exceeds the estimated by five hundred dollars (\$500) or more, the applicant shall report within thirty (30) days after the completion of this job, the actual cost to the Inspections Department and the fee shall be revised and the applicant shall pay a fee computed on the basis of the actual cost.
- (c) A copy of the contract must accompany all commercial permit applications.

PLAN REVIEW FEES

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the mechanical permit fee, **with a minimum fee of \$300 to be collected.**

The plan review fees specified in this subsection are separate fees from the permit fees specified above and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee may be charged.

WORK COMMENCING BEFORE PERMIT ISSUANCE

If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.

SIGN FEES**SIGN PERMIT FEES SHALL BE:**

\$125.00	\$100.00	Permanent Signs
\$125.00	\$ 50.00	Temporary Signs
	\$250.00	Special Signs once annually
	\$500.00	Special Signs more than once annually

Street Spanning Banner Signs Per Installation below**

PLAN REVIEW FEES

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the sign permit fee.

The plan review fees specified in this subsection are separate fees from the permit fees specified above and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee may be charged.

WORK COMMENCING BEFORE PERMIT ISSUANCE

If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee equal to the permit fee shall be collected and is in addition to the required permit fees.

****Street Spanning Banners – City code 410.11, Subd 14**

\$125.00 ~~\$100~~ permit fee for use of wires for one double sided banner per occasion for banners delivered including necessary hardware connections. Those Community Groups who have contributed a minimum of \$750 for installation of the Banner wires on West Broadway shall be exempt from this fee. A fee to cover the charge for hardware needed for installation of the sign not supplied with the sign will be charged at cost.

Liability Insurance

Not required

\$50 late fee for those delivering banners after noon Friday

PARK, COMMUNITY GYMS AND FITNESS CENTER FACILITIES

- Local Youth Associations may reserve shelter building or picnic shelter for meetings or association level special events free of charge. Additional fees for extra services or features will be charged.
- **50% reduction in fee for local youth associations to use synthetic turf fields in March or April, if grass fields are not available.**
- Reduced rates are available for long term rentals of a minimum of 10 times by individuals or local associations. (10% reduction on total rental. Must be reserved on the same permit.)
- Clean-up/Damage deposit for use is \$250 unless otherwise noted.
- Additional deposits may be required as noted below.
- Liability insurance may be required based on activity and facility being used.
- Permit required for any gathering of 25 or more people according to City ordinance 815.05
- Set up time must be included in rental hours.
- Picnic Shelters are available in 2 hour increments.
- Special requests requiring staff overtime will be billed at current rates.
- Additional portable restroom requests will be billed at current rates or supplied by renter with locations approved by staff.
- Rates include taxes.

	Applicant	Local Youth Associations
Shelter Building	\$30 /hour-2 hour minimum	\$0
Clean up/Damage Deposit	\$250	\$500
Picnic Shelter (LVT)	<u>\$25/hour-2 hour minimum</u>	\$0
Clean up/Damage Deposit	<u>\$250</u>	
Picnic Shelter (other shelters)	\$20/hr-2 hour minimum	\$0
Beer/Wine permit with Picnic reservation (City Code 815.03)	\$50	\$50
		\$100

Tennis/Horseshoe Courts	\$25/hour	N/A
Ice Rinks	\$25/hour	N/A
Open Park Area* for less than 50 people	\$25/hour	\$0
Open Park Area* for 50-500 people		\$0
* Area to be specified on request and approved by staff		
Large Multi-Sport Field (LVT,))	\$30/hour	\$5/hr
All Star Field	\$40/hour	\$5/hr (from \$10)
Baseball Field-no prep	\$25/hour	\$5/hr (from \$0)
Diamond game prep <i>during regular working hours in addition to rental fees</i>	\$50 per time (from \$40)	\$35 per time (from \$25)
Lights	\$15 per hour	\$12 per hour
Canoe/Kayak Rack Rental	\$50 (May 1 -Oct 15)	N/A
Portable Recreation Feature**	\$50/feature	
Deposit for features	\$500/feature up to \$1500	
**Portable Recreation Feature includes, but not limited to, inflatables, stages, dunk tanks, rides, climbing wall, mechanical games.		

Applicant		Local Youth Association	
RCGFC Gym	\$45-per hour per gym		\$30 per hour per gym
Deposit			
Fitness Center	\$100 per hour		\$35/hour with coach supervision required
Deposit	\$500		
Supervisor***	\$25 per hour		\$25 per hour
*** No Supervisor fee charged during normal business hours.			

Resident rates for RCGFC may apply for Robbinsdale Area School District residents.

CONDUIT DEBT ISSUANCE FEE SCHEDULE

CONDUIT DEBT PURPOSE

Periodically, qualified organizations will approach the City to issue tax-exempt debt through the City for the purchase of qualified equipment or the development, construction, or remodeling of facilities. The City is able to issue this debt to qualified organizations as authorized by applicable Minnesota Statutes and Federal Income Tax Law. The debt is issued in the City's name and reported within the City's Comprehensive Annual Financial Report. The City has a practice of charging a fee to qualified organizations who issue this type of debt through the City.

FEE SCHEDULE

New debt issuance fees:

0.5% of the initial amount of bonds being issued, due upon issuance.

0.5% of the initial amount of bonds being issued, due on first anniversary after the issuance of the bonds.

0.125% of the outstanding principle of the bonds, due annually until the bonds have been retired.

Refinancing issuance fees (periodically, an organization that issued bonds previously may desire to refund the old bonds and issue new bonds in their place):

0.125% of the initial amount of bonds being issued, due upon issuance.

0.125% of the outstanding principle of the bonds, due annually until the bonds have been retired.

JOINT POWERS FEES

An organization within Robbinsdale may desire to finance projects at facilities it owns within Robbinsdale by issuing bonds through another city. This requires the City Council to give host city approval and/or enter into a Joint Powers Agreement with the other city. Under this circumstance, the debt issuance fees would be the same as listed in the fee schedule above with the caveat that the fees would only pertain to the amount of bonds being issued related to projects being completed within the City of Robbinsdale.

When there is a reissuance or a refinancing, and the qualified organization did not previously pay all of the new debt issuance fees listed above, the qualified organization shall pay the new debt issuance fees listed above excluding any fees previously paid to the City of Robbinsdale.

RENTAL LICENSE INSPECTION FEES

City Code Section 425.31

Base Rental License Fees – includes routine bi-annual inspection and one return visit to verify required corrections have been made. Additional inspections required because work has not been completed or units are not available for inspection at scheduled times may be subject to additional charges as described below.

An escalating license fee will apply when a rental property owner fails to apply for or comply with the requirements allowing for issuance of a rental license:

Term: Bi-annual

	Base License Fee as of the first working day in November	Received after ten working days in November	Received after twenty working days in November
Single Family or ½ duplex (when other side owner occupied)	\$200	\$225	\$325
Duplex or double bungalow (with one owner)	\$200 plus \$100 for 2 nd unit	\$325	\$425
Three unit dwelling	\$300 plus \$20 for each unit after 1 st 3 units	\$400	\$500
Townhomes (3 or more attached units)	\$200 plus \$100 for each unit more than one	\$225	\$325
Apartments (additional fire inspection fee if over 10 units)	\$300 including first 3 units plus \$20 per unit	\$400	\$500
Fire Inspection Fee	\$125 per structure		

Initial/Conversion Inspection Fee:**\$750**

Any existing single unit (home, apartment, or townhome) converted to rental use shall require a complete Housing Maintenance Code Inspection prior to occupancy. In addition, property owners or a locally designated manager must attend a training session (425.31, Subd 2) within 6 months of obtaining the rental license. The training shall review rental property regulations and owner obligations including, but not limited to, utility billing which can be assessed to the property and repeat nuisance call fees. Where the owner designates a local manager representative to the orientation meeting, written materials will be sent to the owner who must certify that the material has been read and understood. \$150 of this fee may be waived for property owners who have personally completed this orientation program within the previous 12 month period and who have had no reported nuisance problem with any other properties owned by the same owner in the City of Robbinsdale. Failure to complete the training within 6 months shall subject the owner to a service fee described below.

Change in Ownership Property Review Fee:**\$500**

When rental property ownership changes, a review of all of the previous rental licensing inspections and a walk through of the property will be conducted with the new owner. If this is the owner's first rental property in Robbinsdale, staff will also review rental property regulations

and owner obligations including, but not limited to, utility billing which can be assessed to the property and repeat nuisance call fees. Where the owner designates a local manager representative to walk-thru the property and receive the information, written materials will be

ATTACHMENT H – Page 2

sent to the owner who must certify that the material has been read and understood. \$150 of this fee may be waived for property owners who have personally completed an orientation program with the City of Robbinsdale within the previous 24 month period and who have had no reported nuisance problem with any other properties owned by the same owner in the City of Robbinsdale.

Service Fee for Failure to Attend Initial/Conversion Training or Crime Free Housing Training (Section 425.31, Subd 4)

\$100 for each month that training is not completed for a maximum of three months. If after 3 months (9 months after license issuance) the training has not been completed, the rental license(s) may be subject to suspension or revocation by the City Council.

Failure to Provide Copy of Lease Addendum

\$100

After one month, rental license is subject to suspension or revocation by the City Council.

Failure to Terminate Tenancy (425.32, Subd 5b)

\$750

For each month, after 3 months, the rental license is subject to suspension or revocation by the City Council.

Re-inspection Fees

~~\$125.00~~ ~~\$100~~ for each unit requiring re-inspection for the second and each subsequent re-inspection visit necessitated by required repairs not being completed or access being denied. If the initial inspection has a series of deadlines, the initial re-inspection of each group of items would be covered in the base license fee.

Interim Inspection Fees:

~~\$125.00~~ ~~\$50~~ for each visit required to inspect legitimate maintenance concerns reported by tenant, area resident, or observed by City Staff between the bi-annual licensing inspections.

Administrative Fees:

Surcharge for failure to schedule required inspection:

An administrative fee of \$100 will be assessed as a surcharge when a required inspection is 10 days past due and the owner or owner's representative has not scheduled the appointment and staff is required to make this contact.

Appeal Fee

\$30/ filing of an appeal to City Council on a HMC order.

**SCHEDULE OF OFFENSES AND FEES
ADMINISTRATIVE PENALTY SYSTEM**

General Rules of Administrative Fine System

1. Each day a violation exists constitutes a separate offence. (117.01, subd 4A)
2. Fees are due to the City within 10 days of the date of the citation. (117.01, subd 5B)
3. A late payment charge of 10% of the fine amount, with a minimum of \$15, is required if not paid within 10 days from the date of the citation. (117.01, subd 10D)
4. City may collect unpaid fines by a special assessment to the property when the violation can be identified to a property. (117.01, subd 10 A&B)
5. Failure to pay a fine or request a hearing is punishable by criminal penalties. (117.01, subd 11)
6. Appeal hearings can be scheduled. Hearing officers will not be city employees and will be selected from a list of qualified individuals. (117.01, subd 6 & 7)

Level One Violations \$50.00

- Minor or incidental inappropriate garbage/recycling/yard waste management including, but not limited to, garbage placed for pick up without stickers, garbage containers not properly stored between collection dates, improper use of carts, use of extra carts not being billed.
- Inoperable vehicle on property, inoperable vehicle being used as storage (*inoperable vehicle includes those vehicles with tabs 90 days past due).
- Local parking violations including, but not limited to, vehicle parked on grass, violation of permit parking restrictions, snow emergency violations, inappropriate RV storage.
- Animal issues including, but not limited to, barking dogs, unlicensed animal (under owner's control), excessive feces on the yard.
- Property condition including, but not limited to, tall grass, vegetation overflowing alley, adjacent public sidewalk not shoveled, minor exterior storage (junk in the yard or along alley).
- Loud parties, recreational fire violations.
- False alarms each false alarm for the 4th –6th occurrence in a calendar year.

Level Two Violations \$100.00

- Local parking violations including, but not limited to, parking in fire lanes, blocking access.
- Property maintenance violations including, but not limited to, peeling paint, eaves hanging, doors delaminated, fences collapsing.
- City code violations (not listed elsewhere) designated as a misdemeanor or petty misdemeanor, including Chapter 5–Zoning code. Includes erosion control, sight triangle violations, setback encroachments, excessively bright lights, bus idling, being in parks after hours.
- Animals at large (licensed), failure to follow restrictions for potentially dangerous animals.
- Failing to collect and remove animal feces from public property (including Parks and Right-of-Way) and on other persons property.
- False alarms each false alarm for the 7th – 10th occurrence in a calendar year.
- Sign regulation violations, unpermitted exterior display of merchandise.
- Missing address numbers visible from the street or alley.

Level Three Violations \$150.00

- Unlicensed animal at large.
- False alarms each false alarm for the 11th –15th occurrence in a calendar year.

Level Four Violations \$200.00

- False alarms each false alarm in excess of 15 occurrences in a calendar year.

Level Five Violations \$400.00

The violation is a major infraction that involves unsafe conditions, constitutes a blighting influence on surrounding properties or neighborhood, involves neglect of property maintenance, or endangers life or property, supported by the enforcement officer's written justification.

- Failure to obtain a required permit or license (not listed elsewhere), includes rental without a license and creation of a 2nd dwelling unit in a structure without zoning approval
- Failure to maintain or violation of a condition of approval for a conditional use permit, Home occupation violations.
- Excessive or habitual accumulations of garbage, rubbish or exterior storage of materials unrelated to a lawfully permitted construction or remodeling project.
- Unpermitted use of street right-of-way or boulevard encroachments.
- Illegal occupancy of a basement, attic or other room with inadequate egress for sleeping purposes.
- Violation of the prohibition on providing conversion therapy to a minor or vulnerable adult, or any other violation of Section 2050 of the City Code

Violation for Excessive Repeat Nuisance Service Calls:

- \$500 for the 4th Repeat Nuisance Service Call in 730 days
- \$500 for the 5th Repeat Nuisance Service Call in 730 days
- \$1000 for the 6th Repeat Nuisance Service Call in 730 days
- \$1500 for the 7th Repeat Nuisance Service Call in 730 days
- \$2000 for each Repeat Nuisance Service Call in excess of 7 occurrences in 730 days

Disorderly House

- \$2000 for conviction under Minnesota Statutes Section 609.33

Repeat Violations

Repeat violations occurring within 12 months are subject to double fees. Said violations are a new case involving the same violation (i.e. a second offence parking in a fire lane). Repeat violations are distinguished from continuing violations. Double fees do not apply to false alarms. Subsequent repeat violations occurring within 12 months are subject to a doubling of the preceding penalty.

Continuing Violations

When situations which are subject to an administrative citation continue without resolution for more than a month despite repeat citations, an officer may issue a citation with a fee doubling the preceding penalty, not to exceed \$2000.

Hearing Officer ability to adjust fees for continuing violations

In cases involving continuing violations, the hearing officer may adjust and impose a fee for each day the violation continues, not to exceed \$2,000 per violation per day; unless city code specifies differently, i.e. max erosion control \$300/day.

Fees Payable to Hearing Officers:

Fees paid to hearing officer: The fee will be \$150 as a maximum charge for up to two consecutive hearings. Additional consecutive hearings would be \$75 each.

Hearing Request fee:

Hearing Request Deposit fee: \$25 is due along with the appeal form. The fee is refundable as provided in the hearing officer's decision. In cases where a violation was found to have occurred, the hearing officer may apply the refund towards the citation payment as provided in the hearing officer's decision.

Special Assessment Charge:

A special assessment charge of \$50- will be added for unpaid fine amounts that are specially assessed.

EV Charging

Dual-port Level 3 direct current electric vehicle fast charging station at Robbinsdale City Hall is intended to be available for public use. T

Connection Fee (per connection)	\$1.00
Charging Rate (per kWh)	\$0.75
Idle Time Rate (per hour) (kicks in 15 minutes after vehicle is fully charged)	\$1.00

Member _____ moved and Member _____ seconded a motion that the following ordinance, which was given its first reading on April 1, 2025 and given its second reading on this _____ day of _____, 2025, and that it be adopted.

ORDINANCE NO. _____

AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE FEE SCHEDULE

THE CITY OF ROBBINSDALE DOES ORDAIN THAT:

Section 1. That Appendix B of Robbinsdale Ordinance Code and General Fee Schedule be amended as shown in attachment 1, and described hereafter:

BUILDING, HOUSING AND CONSTRUCTION REGULATIONS – CHAPTER IV

Masonry — 405.15	Permit	Building Insp.	12/31	\$50
Contractors — 405.13	License	Building Insp.	12/31	\$50
Excavator — 405.09	License	Building Insp.	12/31	\$50
Demolition — 405.08	License	Building Insp.	12/31	\$50
Heating & Air Conditioning — 405.04	License	Building Insp.	12/31	\$50
Off-Site Directional Signs — 410.05 & 841	License	Administration & Engineering	12/31	\$240/sign initial fee \$40/sign/face plus sign replacement costs, if any, annually
Roofing — 405.17	License	Building Insp.	12/31	\$50
Plastering, Stucco, Lathing — 405.11	License	Building Insp.	12/31	\$50
Plumbing — 405.01	License	Building Insp.	12/31	\$50
Sign Hanger — 410.27	License	Building Insp.	12/31	\$50
Point of Sale Administration Fee — 435.07	Fee	Comm. Devt	12/31	50 Initial Evaluator Certification Fee ● \$25 Annual Evaluator Certification ● \$50 Filing Fee for Point of Sale Reports ● \$50 Building Official Verification of R/R Item Completion/Resolution — 1st visit, waived if work covered by building permit. \$25/visit for additional follow-up inspections, as required for compliance. ● \$25 Filing Fee for Buyer's Responsibility Agreement

CERTIFICATE OF OCCUPANCY

Certificate of Occupancy – Land Use Review	Permit	Comm Development		\$100 \$125.00
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ATTACHMENT A

DEMOLITION PERMIT

The demolition permit fee shall be based on the total cost of demolishing such structure at the rate of 1.5% of the contract value.

In no case shall the fee charged for any demolition permit be less than ~~fifty dollars (\$50)~~ **one hundred twenty-five dollars (\$125)**.

MOVING PERMIT

- (a) For holding up, raising or moving any building or structure on the same lot, the fee shall be ~~fifty dollars (\$50)~~ **one hundred twenty-five dollars (\$125)**.
- (b) Minor buildings, as used in this section, shall be taken to mean accessory buildings, including, but not limited to, private garages, sheds, construction shacks, etc., as shall be determined by the Building Inspector.
- (c) For a permit for moving any building, except a minor building as herein defined, from one location to another on private property, or to a different lot over the streets of the city, the fee shall be ~~one hundred dollars (\$100)~~ **one hundred twenty-five (\$125)**. The same permit fees shall apply to any building being moved through the city from a place outside the city to another location outside the city.

ATTACHMENT B

PLUMBING PERMIT FEE SCHEDULE

FEES REQUIRED

The Building Official, before issuing any permit for the installation, alteration, addition, or repair of any plumbing work, fixture or device shall require the payment by the applicant for such permit of the fees or fees in the amount herein provided.

Contract \$2,439 or less.....	\$50.00
Contract \$2,439 to \$10,000.....	2% of contract value
Contract more than \$10,000.....	\$200 for the first \$10,000 plus 1.5% for the remainder of the contract value

<u>TOTAL VALUE</u>	<u>FEE</u>
\$2,000	\$125.00 Minimum
\$2,001 to \$25,000	\$125.00 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$505.65 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001- \$100,000	\$805.65 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001-\$500,000	\$1,288.15 for the first \$100,000 plus 6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,928.15 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$6,678.15 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof

The fee for appliance only permits shall be ~~\$50~~ \$125 plus \$1 state surcharge.

PLAN REVIEW FEES

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the plumbing permit fee, **with a minimum fee of \$300 to be collected.**

ATTACHMENT C

ROBBINSDALE BUILDING CODE FEE SCHEDULE*

<u>TOTAL VALUE</u>	<u>FEE</u>
\$2,000	\$125.00 Minimum
\$2,001 to \$25,000	\$125.00 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$505.65 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001- \$100,000	\$805.65 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001-\$500,000	\$1,288.15 for the first \$100,000 plus 6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,928.15 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$6,678.15 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof

OTHER INSPECTION FEES

1. Inspections outside of normal business hours (min. charge two hours) ~~\$65.00~~ **(\$125)** per hour
2. Re-inspection fee assessed under provisions of section 305.8 ~~\$65.00~~ **(\$125)** per hour
3. Inspections for which no fee is specifically indicated (minimum charge one-half hour) ~~\$65.00~~ **(\$125)** per hour
4. Additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour) ~~\$65.00~~ **(\$125)** per hour

RESIDENTIAL - FLAT FEES

Siding House/Garage \$155
Garage Siding ~~\$85~~ **\$125.00**
Roofing, tear off, House/Garage \$155
Garage re-roof ~~\$85~~ **\$125.00**

FIRE SUPPRESSION EQUIPMENT FEES

The Building Official, before issuing any permit for the construction, installation, alteration, addition or repair of any fire suppression system or equipment connected therewith, shall require the payment by the applicant for such permit of the fees. The fees for fire suppression systems shall be the same as established by the building permit fee above, based on the contract value, **with a minimum fee of \$300 to be collected.**

PLAN REVIEW FEES

When submittal documents are required by the Building Code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the building permit fee. The plan review fee for similar buildings shall not exceed 25 percent of the normal building permit fee.

Plan review fees for public buildings and state licensed facilities will have a minimum fee collected of \$300.00

ATTACHMENT D

MECHANICAL PERMIT FEE SCHEDULE

FEES REQUIRED

The Building Official, before issuing any permit for the construction, installation, alteration, addition or repair of any furnace, boiler, heating or power plant or system, or any device or equipment connected therewith, or for any other device connected, or to be connected, with any chimney or stack, or for the construction, installation, alteration, addition or repair of any air conditioning or ventilation system or sheet metal ductwork or piping system or equipment connected therewith, shall require the payment by the applicant for such permit of the fees or fees in the amount herein provided.

Contract \$2,439 or less.....	\$50.00
Contract \$2,439 to \$10,000.....	2% of contract value
Contract more than \$10,000.....	\$200 for the first \$10,000 plus 1.5% for the remainder of the contract value

<u>TOTAL VALUE</u>	<u>FEE</u>
\$2,000	\$125.00 Minimum
\$2,001 to \$25,000	\$125.00 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$505.65 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001- \$100,000	\$805.65 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001-\$500,000	\$1,288.15 for the first \$100,000 plus 6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,928.15 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$6,678.15 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof

PLAN REVIEW FEES

When submittal documents are required by the code, a plan review fee may be required at the time of submitting the documents for plan review. Said plan review fee shall be 65 percent of the plumbing permit fee, **with a minimum fee of \$300 to be collected.**

ATTACHMENT E

SIGN FEES

SIGN PERMIT FEES SHALL BE:

\$100.00 (\$125)	Permanent Signs
\$ 50.00 (\$125)	Temporary Signs
\$250.00	Special Signs once annually
\$500.00	Special Signs more than once annually

****Street Spanning Banners – City code 410.11, Subd 14**

(\$125) \$100 permit fee for use of wires for one double sided banner per occasion for banners delivered including necessary hardware connections. Those Community Groups who have contributed a minimum of \$750 for installation of the Banner wires on West Broadway shall be exempt from this fee. A fee to cover the charge for hardware needed for installation of the sign not supplied with the sign will be charged at cost.

Re-inspection Fees

(\$125) \$100 for each unit requiring re-inspection for the second and each subsequent re-inspection visit necessitated by required repairs not being completed or access being denied. If the initial inspection has a series of deadlines, the initial re-inspection of each group of items would be covered in the base license fee.

Interim Inspection Fees:

(\$125) \$50 for each visit required to inspect legitimate maintenance concerns reported by tenant, area resident, or observed by City Staff between the bi-annual licensing inspections.

ATTACHMENT J

EV Charging

Dual-port Level 3 direct current electric vehicle fast charging station at Robbinsdale City Hall is intended to be available for public use.

Connection Fee (per connection)	\$1.00
Charging Rate (per kWh)	\$0.75
Idle Time Rate (per hour) (kicks in 15 minutes after vehicle is fully charged)	\$1.00

Section 2. That the following summary clearly informs the public of the intent and effect of the ordinance, and it is approved for publication: The purpose of this ordinance is to update current City fees.

First Reading: YEAS:
 NAYS:

Second Reading: YEAS:
 NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL THIS ____ DAY OF _____, 2025

ATTEST:

Chase Peterson-Etem, City Clerk

Brad Sutton, Mayor

MINUTES

MEETING CALL TO ORDER

The Robbinsdale Economic Development Authority (REDA) meeting was called to order by President Greenberg at 7:00 p.m.

MICROPHONE CHECK

Complete

ROLL CALL

Present: Blackedge, Sutton, Parisian, Wagner, Greenberg.

Absent: None

Staff: Tim Sandvik, Executive Director, Heather Rand, Community Development Director

CONSENT AGENDA

- A. Approval of Feb 11, 2025 EDA Meeting Minutes

Member Parisian MOVED, seconded by Blackedge to approve regular meeting minutes of Feb 11, 2025 EDA Meeting Minutes. The vote was 5-0 and the motion carried.

PUBLIC HEARINGS

- A. None

OLD BUSINESS

- A. None

NEW BUSINESS

OTHER BUSINESS

- A. Voucher Requests Pending Approval for Disbursement

Member Wagner MOVED, seconded by Blackedge to approve Voucher Requests Pending Approval for Disbursement. The vote was 5-0 and the motion carried.

INFORMATION ONLY

- A. Staff Updates

Community Director Heather Rand gave EDA a briefing on Elevate Hennepin, a small business technical assistance program supported by the community and Hennepin County, which has assisted 12 businesses this year. The amount of counseling needed varies, with some businesses requiring just a few hours and others needing more. While the service isn't being fully utilized yet, efforts will continue to promote it, with plans for a more detailed update and success stories from Elevate staff by early summer.

Commissioner Wagner asked if the twelve businesses are Robbinsdale businesses or are they Hennepin businesses?

Mrs. Rand highlighted that many Robbinsdale businesses are small, often with residential addresses. Through the Elevate Hennepin website, they can access free, confidential counseling and resources for business planning, marketing, financing, and more. She's glad people are using the service.

Mrs Rand stated there are two major real estate projects that are progressing slowly. The Elim Lutheran Church development team is still planning a market-rate apartment building but paused in January due to unstable financial markets. Similarly, the mixed-use project at 4200 West Broadway is moving forward with property acquisitions, and the development team plans to provide an update at the April EDA meeting. Both projects are ongoing but facing some uncertainty.

Mrs. Rand stated she attended a local real estate conference and attendees acknowledged uncertainties but emphasized strong demand. They suggested it's a good year to focus on planning so that when conditions improve, projects can move forward quickly.

Mrs. Rands stated US Bank has not provided an update in the past couple of months. The Blue Line transit team has provided an update on the development of their project. In the meantime, staff are working on identifying commercially zoned properties with that appear to be underutilized or "dark", i.e., no indication of business activity. Staff are inventorying these sites and reaching out to property owners to inquire about their plans and explore marketing opportunities to activate. Heather has also received inquiries from real estate agents, but currently lacks available sites to provide, so having inventory information is helpful.

ADJOURNMENT

Member Wagner MOVED, seconded by Wagner to adjourn the meeting at 7:09 PM. The vote was 5-0 and the motion carried.

Tim Sandvik, Executive Director

Jason Greenberg, President



TO: Mayor and City Council
PREPARED BY: Heather Rand, Community Development Director
APPROVED BY: Tim Sandvik, City Manager
DATE: May 6, 2025
RE: Receive Planning Commission Minutes of February 20th, 2025 Meeting

Background:

Meeting minutes for February 20th, 2025 Planning Commission were approved by the Planning Commission at their April 17, 2025 Meeting. Staff recommend city council receive, and they be incorporated as part of the public record.

Analysis:

Recommendation:

Attachments:

1. February 20th, 2025 Planning Commission Meeting Minutes

MINUTES

ROLL CALL

Present: Chair Harris, Allen, Montemayor, Carlson Weinberg, Ulbrich

Absent:

Staff: Heather Rand, Community Development Director; Will Bucheger, Assistant Planner

CONSIDERATION OF MINUTES

A. January 16, 2025 Planning Commission Meeting Minutes

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Allen to approve the meeting minutes from the January 16th, 2025 Planning Commission meeting. The vote was unanimous and the motion carried.

PUBLIC HEARINGS

A. Conditional Use Permit for 3819 West Broadway

Bucheger gave a staff presentation discussing that US Internet is requesting a Conditional Use Permit to be able to operate a private utility building at 3819 West Broadway. He explained that US Internet specializes in fiber optic internet service and wishes to be able to use this property at a facility to branch out their product to the community and surrounding areas. He spoke that the proposal is for a 3935-square-foot building with a rear yard parking lot for their operation. Staff review of the plan set noticed that the Transit Overlay District setback from West Broadway was not being met. The applicant has submitted a Variance application to abstain from this district's setback standards. He spoke that staff are recommending approval of this project.

Commissioner Ulbrich asked if the generator would be powered by natural gas or propane.

Applicant Tim Martin spoke that the generator would be powered by gas.

Tim Martin stepped forward and spoke about the need of this parcel to expand their operation in the area to provide high-speed internet for residents and surrounding communities.

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Ulbrich to open the public hearing at 7:21pm. The vote was unanimous and the motion carried.

Brian Walker of Pro Life Action Ministries stepped forward and spoke of his approval and overall pleasure with the process of this application. He did ask when demolition/construction would take place and how they would ensure damage or runoff does not occur to surrounding properties.

Tim Martin spoke that the demolition would happen around the third fiscal quarter and the actual construction would be done in 60–90 days. He then stated that they would follow proper construction control standards, so no run off would occur.

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Ulbrich to close the public hearing at 7:23pm. The vote was unanimous and the motion carried.

Commissioner Allen MOVED, seconded by Commissioner Harris to approve the recommendation presented by staff. The vote was unanimous and the motion carried.

B. Variance Request for 3819 West Broadway

Bucheger made a staff presentation for the US Internet variance request for the purpose of constructing a building 30ft. away from the front yard property line adjacent to West Broadway. He stated that staff review of the US Internet CUP application revealed that they are not meeting the required front yard setback requirements per the Transit Overlay District (TOD) and will require a variance. US Internet desires their building to be setback 30ft. from the front yard property line over safety concerns of the building and subsequent equipment inside. He said that if they follow the current standards for the TOD, it could cause an unfortunate accident next to a highly utilized street. He spoke that staff are recommending approval of this variance.

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Allen to open the public hearing at 7:31pm. The vote was unanimous and the motion carried.

No one stepped forward.

Commissioner Harris MOVED, seconded by Commissioner Carlson Weinberg to close the public hearing at 7:31pm. The vote was unanimous and the motion carried.

Commissioner Allen MOVED, seconded by Commissioner Carlson Weinberg to approve the recommendation presented by staff. The vote was unanimous and the motion carried.

C. Zoning Text Amendment

Director Rand stepped forward and gave a staff presentation on a zoning text amendment to provide zoning guidance for adult-use cannabis and low-potency hemp product businesses scheduled for possible state licensing in mid to late 2025.

Harris asked if this proposed language would create any changes to existing businesses operating in the city.

Rand explained that low-potency hemp licenses would still be allowed, though the council has directed staff to assist businesses in this process.

Ulbrich asked if the current setbacks would prohibit any business inside the city, like the smoke shop next to the Subway.

Bucheger stated that they would not be permitted to acquire a license from this proposed text amendment.

Rand said that a variance could be permitted if an application is presented to the city.

Commissioner Ulbrich MOVED, seconded by Commissioner Carlson Weinberg to open the public hearing at 7:58pm. The vote was unanimous and the motion carried.

No one stepped forward.

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Allen to close the public hearing at 7:58pm. The vote was unanimous and the motion carried.

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Ulbrich to approve the recommendation presented by staff. The vote was unanimous and the motion carried.

OLD BUSINESS

NEW BUSINESS

Rand discussed that staff are working on updates to our sign ordinance and that hopefully the Planning Commission will be reviewing changes soon. She then gave updates on the Blue Line Project.

Harris asked the process for electing a new chair and vice chair for the Planning Commission.

Rand explained the process and asked for a motion for nominations.

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Ulbrich to nominate Lucas Harris as the chair and Rebecca Allen as the vice-chair for the Planning Commission. The vote was unanimous and the motion carried.

OTHER BUSINESS

INFORMATION ONLY

ADJOURNMENT

Commissioner Carlson Weinberg MOVED, seconded by Commissioner Ulbrich to adjourn the meeting at 8:04pm. The vote was unanimous and the motion carried.

TO: Mayor and City Council

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

APPROVED BY: Tim Sandvik, City Manager

DATE: May 6, 2025

RE: Approval of Fiber Route Project for 2025

Background:

In an effort to build resilience into the communications between City assets, staff has been developing plans to expand and connect to existing fiber routes throughout the City and beyond.

The fiber connections will take the place of existing phone or radio communications that can have limitations and that are currently deployed at many of our asset sites. The fiber lines also expand our capabilities at the asset sites to allow for added features such as security cameras, electronic door access and overall faster computer connectivity.

Currently, City Hall, Public Safety, Public Works, the Water Treatment Plant, Water Tower 1, Manor Park, Lee Park and a growing number of sanitary lift stations have been connected to fiber. Over the next few years, it is planned to continue to add sanitary lift stations and park buildings and other facilities into this network. An allowance will continue to be included in the Capital Improvement Program (CIP) to facilitate this. Further, staff are including the provision of underground conduit as a standard element in street reconstruction projects where appropriate to minimize future disruption when deploying the new fiber routes.

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

Analysis:

For 2025 there are three routes that staff is seeking approval to proceed with –

The first route involves installing fiber to connect Lift Station #7, Halglo Lift Station, into the network. Conduit was installed along France Avenue and Oakdale Avenue in 2024. This project will connect into the existing fiber at France Avenue and Oakdale Avenue and additional conduit/fiber will be installed east on 34th Avenue to Halifax Avenue and then south to the lift station. It is expected that the connection to fiber will be a vast communication improvement to this lift station as the current telemetry system often suffers due to the location of the facility being at low elevation.

The estimated cost of this route is \$72,942.00.

The second route involves installing conduit and fiber along Lake Road from City Hall to 42nd Avenue and then east along 42nd Avenue to Drew Avenue. This route will connect storm sewer Lift Station #12 (Grimes) to the existing network and prepare for the connection of Sanborn Park, storm sewer Lift Station #11 and sanitary sewer Lift Station #9 (Grimes) with the Shoreline Drive project in 2026.

The estimated cost of this route is \$74,136.00.

The third route for 2025 requires installation of conduit and fiber from an existing Hennepin County handhole at Lake Drive and Indiana Avenue, north along Indiana Avenue to sanitary sewer Lift Station #1.

The estimated cost of this route is \$29,037.00.

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

Review of Estimated Costs and Funding Sources:

The report identifies expenditure for the installation of conduit and fiber for three routes at a total estimated cost of \$176,115.00.

The work is proposed to be funded from Project 55025 - Installation of Fiber Routes which has a budgeted amount of \$250,000.00

Summary:

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

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

Recommendation:

By motion, authorize the City Manager and Finance Director to proceed with the three fiber projects identified in the report through LOGIS at an estimated cost of \$176,115.00.

Attachments:

None

TO: Mayor and City Council

PREPARED BY: Tim Sandvik, City Manager, Stephan Papiz, Forester/Natural Resources Specialist

APPROVED BY: Tim Sandvik, City Manager

DATE: May 6, 2025

RE: Accept Funding from Conservation Partners Legacy Grant Program, ECP Round 4

Background:

In recent weeks, Council authorized staff to apply for funding through the MN DNR - Conservation Partners Legacy Grant Program.

Analysis:

City staff was recently notified that the City will be awarded \$50,000 for the project "Robbinsdale Prairie Enhancement" which will include funds to be spent by June of 2028. Funding will be put towards efforts for 12 separate locations that are populated with native prairie plant species throughout the City, totaling nearly 5 acres. Sites include 7 parkland prairies and 5 raingardens, all of which include native plants. Enhancement will including springtime dormant mows, prescribed burns, and three annual summertime vegetation management site visits to control undesirable species.

Recommendation:

Authorize staff to accept funding from Conversation Partners Legacy Grant Program, ECP Round 4

Attachments:

None



TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager, Patrick Foley, Police Chief
APPROVED BY: Tim Sandvik, City Manager
DATE: May 6, 2025
RE: Authorize staff to accept grant funds from AKC Reunite Program

Background:

As the Robbinsdale Police Department have been moving forward towards establishing a K-9 program, funds have been sought to limit costs.

Analysis:

A grant program from AKC Runite Program was applied for to help defray costs, and the City was generously awarded \$7,500 to aid the new program.

Recommendation:

Staff recommends accepting the aforementioned grant funding.

Attachments:

None

TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: May 6, 2025
RE: Miller Concessions at Hy-Vee

Background:

Miller Concessions submitted an application requesting the parking of 3 food trailers for 3 sets of dates in 2025 – May 7-11, June 11-15, and September 17-21 from 11:00 a.m. until 8:00 p.m. on the Hy-Vee (3503 Bottineau Blvd.) parking lot. Miller Concessions has parked on the Hy-Vee lot several times with no issues that staff is aware of.

Analysis:

More than 3 consecutive days requires City Council approval. This request is for a total of 15 days – 5 days per set of dates. The Engineering, Planning and Police Departments approve the request with all usual conditions. As of the writing of this memo, the Fire Marshal had not yet responded with his review of the application, but will usually conduct an inspection when they are set up to make sure they are in compliance with all requirements, including emergency vehicle access must be maintained at all times.

Recommendation:

Consider approval of the request for Miller Concessions to park 3 food trailers for 3 sets of dates in 2025 – May 7-11, June 11-15, and September 17-21 from 11:00 a.m. to 8:00 p.m. on the Hy-Vee (3503 Bottineau Blvd.) parking lot in the staff approved area and required conditions.

Attachments:

None



TO: Mayor and City Council
PREPARED BY:
APPROVED BY: Tim Sandvik, City Manager
DATE: May 6, 2025
RE: Annual Presentation - Hennepin County Commissioner Lunde

Background:

Analysis:

Recommendation:

Attachments:

None



2024-2025 Communications Report

Current Communications Methods



Website

- www.robbsindalemn.gov
- E-notifications via website

Newsletters

- Biannual Spring/Summer Newsletter (print)
- Bimonthly Utility Billing News (print)
- Weekly Birdtown Brief (digital)

Social Media

- Facebook (City, PD, Liquor)
- Instagram (City, Liquor)
- LinkedIn (City, PD) - new in 2024

General Print Materials

- Flyers, handouts, and brochures
- Direct mailing – letters & postcards

Media Partners

- CCX Media - City and news stories
- Sunpost

Other

- In-person
- Tip-411 – PD
- Public Meetings
- Events

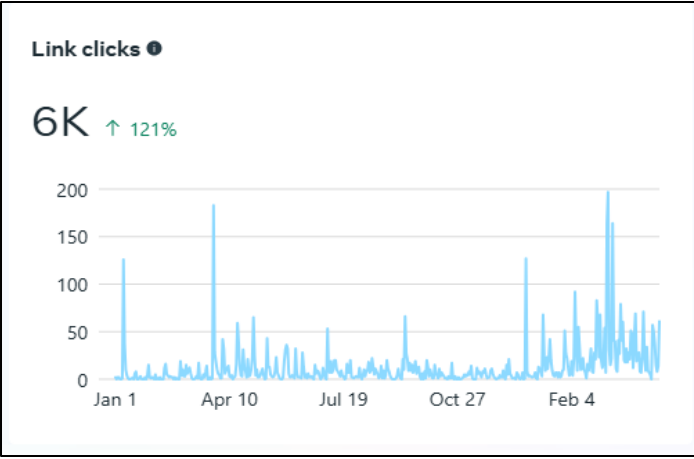
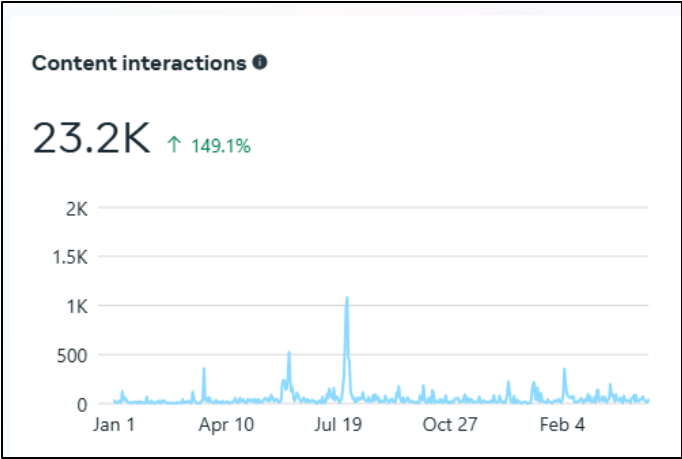
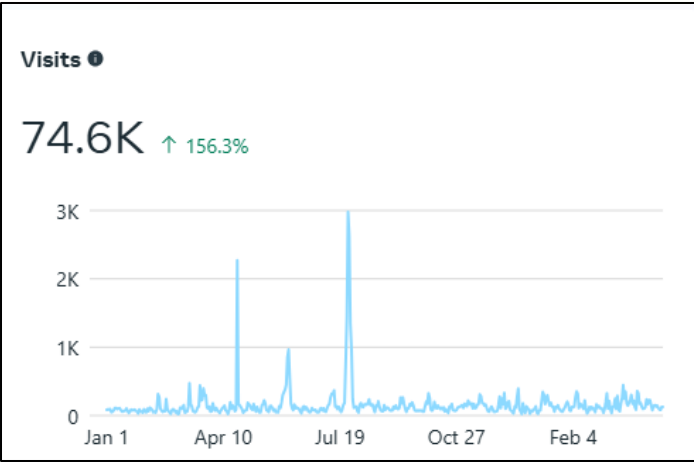
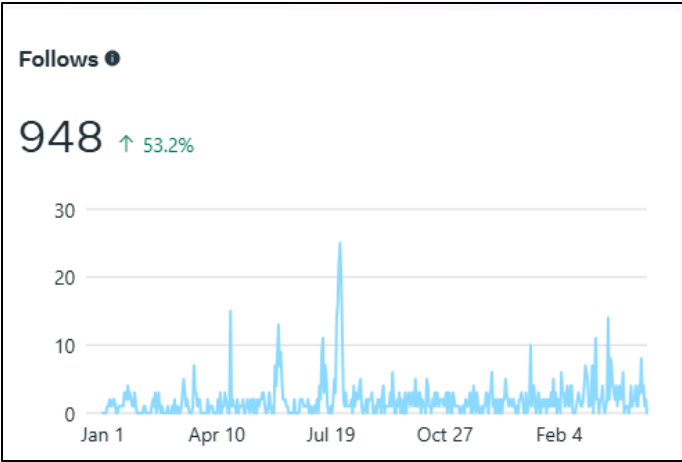
Social Media



Facebook – 6,387 followers (up from 5,439 in Jan of 2024)

Purpose: Share General Updates, Resources, and Information with Community

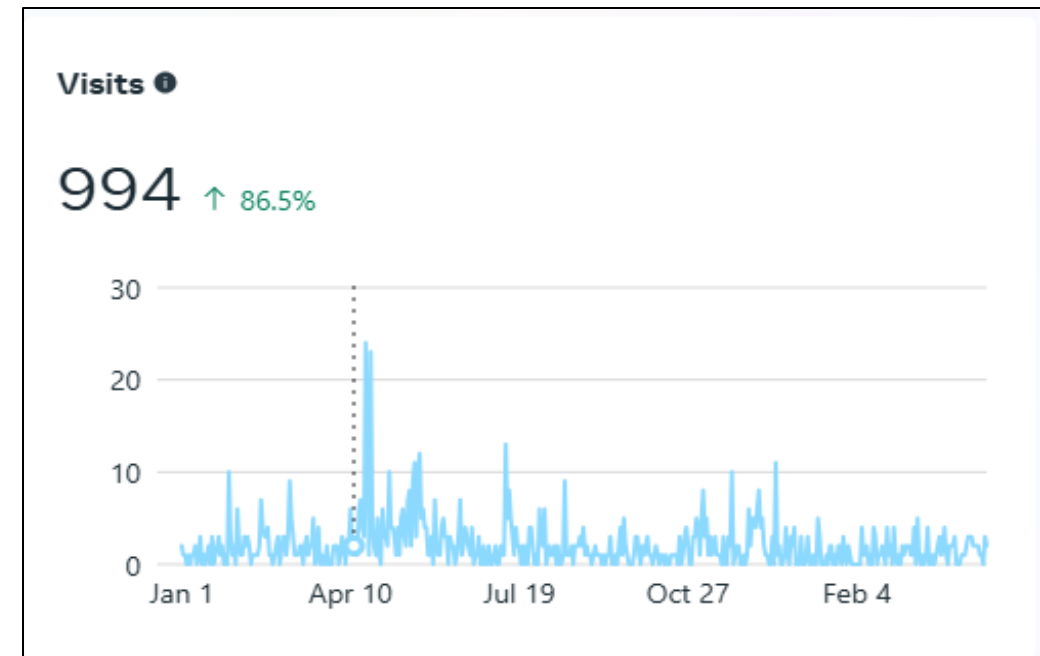
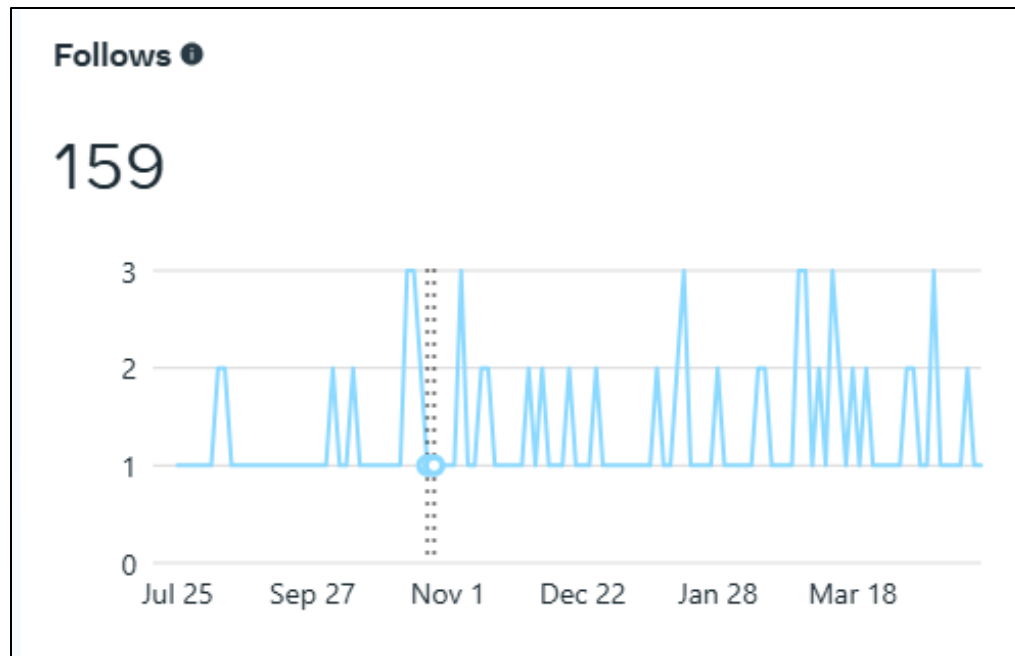
Metrics from January 2024 – April 2025 in comparison with September 2022 – December 2023



Instagram– 1,163 followers (up from 1,004 in Jan of 2024)

Purpose: Share high-quality photos and staff highlights

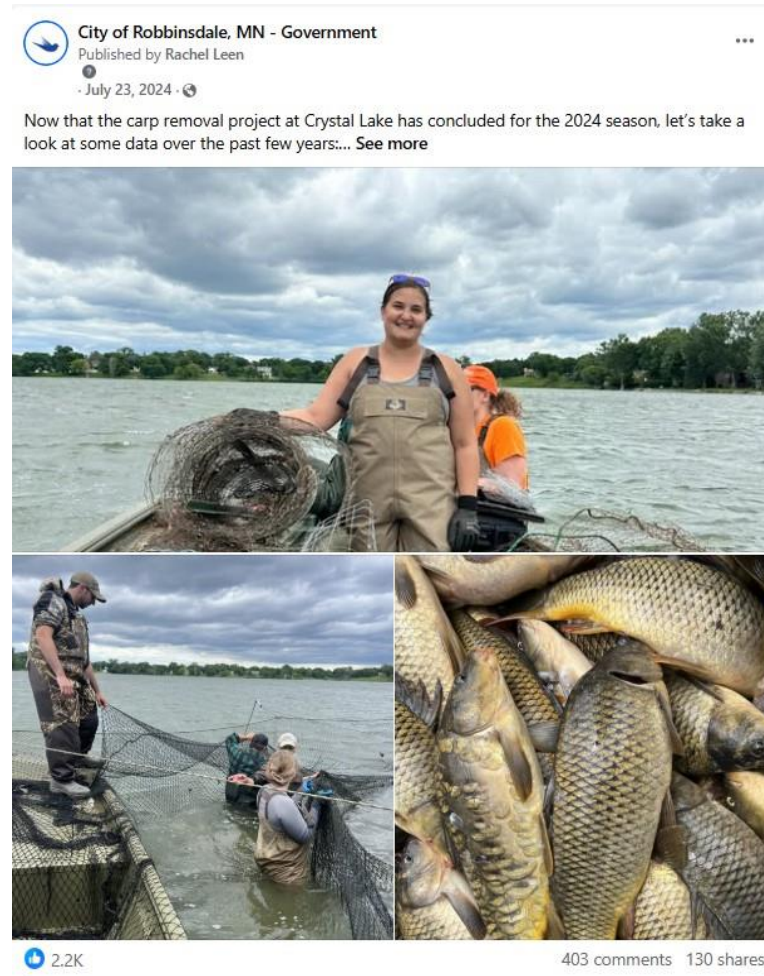
Metrics from January 2024 – April 2025 in comparison with September 2022 – December 2023



What does well on Facebook and Instagram?

Facebook:

- Natural Resource Updates/Education
- Council Updates/Proclamations
- Waste Hauler Information
- Water Infrastructure
- Event Photos!



Instagram:

- Event Photos!
- Staff Recognition
- General Updates with good photography



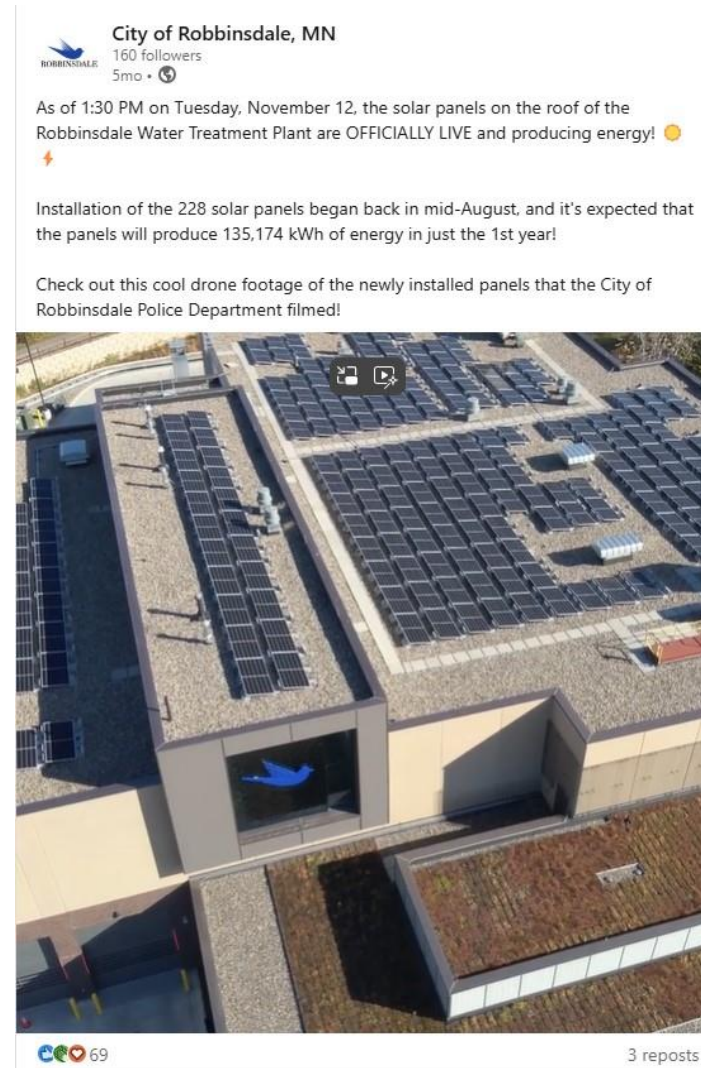
LinkedIn – 162 followers (started in May of 2024)



Purpose: Share City of Robbinsdale
job openings, City
accomplishments, and staff
achievements

What does well on LinkedIn?

- Staff spotlights/recognition
- Council highlights
- Sustainability Achievements!



Newsletters



Biannual, Bimonthly, and Weekly News

Biannual City Newsletter:

- 6,927 business and residential recipients



Bimonthly Utility Bill Insert:

- 3,800 business and residential recipients

**ROBBINSDALE**

Utility Billing News

MARCH 2025

4100 LAKEVIEW AVE. N, ROBBINSDALE, MN 55422 | WWW.ROBBINSDALEMN.GOV | 763-537-4534

NEW SOLID WASTE HAULER STARTING SERVICE ON APRIL 1:

Beginning on April 1, 2025, the City of Robbinsdale will be transitioning to a new waste hauler, Republic Services, for refuse, recycling, yard waste, and organics collection. There are several changes that residents should be aware of prior to April 1:

- **SWITCHING OUT SOLID-WASTE CARTS:** All Robbinsdale residents will receive new garbage, recycling, and yard waste carts from Republic Services, as well as an organics cart if opted in, between March 17 - March 31, 2025. Current carts from Waste Management are expected to be removed on the last day of Waste Management services, dependent on your pickup day.
- **PICKUP SCHEDULE AFTER APRIL 1:** Garbage and yard waste will continue to be collected on your normal pickup day for the majority of Robbinsdale households. Around 175 households will have a changed pickup day and will be directly contacted via mail. Organics recycling will be collected on your normal pickup day instead of only Wednesdays.
- **RECYCLING CALENDAR AFTER APRIL 1:** Your recycling week schedule may change. Recycling will still run on a biweekly schedule, but your pickup weeks may be different. View the new recycling calendar at www.robinsdalemn.gov/recyclingcalendar.
- **YARD WASTE:** All Robbinsdale residents will receive a 96-gallon yard waste cart. You will be allowed to place up to 5 additional bags of yard waste in compostable bags next to your cart. Yard waste services will start in mid-April.

For a list of frequently asked questions and more information, visit www.robinsdalemn.gov/newwastehauler.

**REPUBLIC SERVICES**

CHOWEN AVENUE/SHORELINE DRIVE PROJECT DELAYED:

While originally scheduled for construction starting in Spring of 2025, the proposed work on the Chowen Avenue / Shoreline Drive project will be delayed for 12 months to allow the reconstruction of a significant section of trunk storm sewer pipe through Sanborn Park to Crystal Lake (in the vicinity of the Fishing Dock). This stormwater pipe work will involve installation of pipe sections and box culverts to adequately manage the expected volume of runoff. With the recent approval of the Parks Master Plan, including changes in Sanborn Park, it is necessary to perform this significant pipe reconstruction before work in the park or nearby streets can be started. The work on Chowen Avenue and Shoreline Drive will be re-scheduled to commence in Spring of 2026.

FREE PAPER SHREDDING EVENT:

Save the date for a free paper shredding event on May 10, 2025! Gather your confidential documents in need of shredding and bring them to Robbinsdale Public Works (4601 Toledo Ave North) between 9:00 AM - 12:00 PM. Proof of Robbinsdale residency is required. There will be a limit of 6 paper bags and 3 bankers boxes per resident.

**SPRING/SUMMER RECREATION REGISTRATION IS OPEN:**

Spring and summer recreation registration is live! Check out the Recreation Review in your mailbox or visit www.robinsdalemn.gov/register to see the program offerings coming this spring and summer. Learn a new game in our Dungeons and Dragons course, get your slugger started in our baseball programs, tune into your artistic side with an acrylic painting class, try a new sport in our half-day sports camps, or learn more about Robbinsdale at Community Connections! These programs are a great way to make friends and learn new skills. Space is limited. Register now!

RECREATIONAL FIRE PERMITS:

Looking to have a backyard fire this year? Don't forget to complete a Recreational Fire Permit Application and pay the \$50 fee. Reminder: this is now a one-time application that will remain effective as long as you maintain residence at the address listed on the application! The application can be found at www.robinsdalemn.gov/firepermit.

APRIL 12
Spring Eggstravaganza
Robbinsdale City Hall
1:00 PM



APRIL 26
Arbor Day & Park Cleanup
Kelly Park
9:30 AM



MAY 1
Bike Rodeo
Golden Valley City Hall
6:00 PM - 8:00 PM



MAY 1 - MAY 28
Step To It / Paso a Paso



Look out for details on Step To It events, such as a Walk with the Mayor! Challenge registration opens on April 1 at www.stepitoit.org.

Weekly Birdtown Brief:

- 1,196 digital recipients

**ROBBINSDALE**

Birdtown Brief

FRIDAY MARCH 21 2025

4100 LAKEVIEW AVE. N, ROBBINSDALE, MN 55422 | WWW.ROBBINSDALEMN.GOV | 763-537-4534

REGULAR WASTE Black	RECYCLING ONLY Light Blue	YARD WASTE Brown	ORGANICS/ FOOD WASTE Orange
			

On March 17, Republic Services started delivering new garbage, recycling, yard waste, and organics carts (if opted in) to Robbinsdale residents. If you received an incorrect size cart, too many carts, or too few carts, please report the error by emailing republic@robinsdalemn.gov so that Republic can correct the issue. See page 2 for more details on the transition to Republic Services.

Spring/Summer Robbinsdale recreation program registration is currently open! Check out what awesome programming is available at www.robinsdalemn.gov/register.



UPCOMING CITY MEETINGS

Parks, Recreation, and Forestry Commission Meeting
Tuesday, March 25
7:00 PM @ City Hall

Human Rights Commission Meeting
Thursday, March 27
7:00 PM @ City Hall

THE ANNUAL SPRING TREE SALE IS LIVE!

Choose from a selection of nine tree species!
Trees cost \$45.00 each.
Order today at <https://rd-tree-sale.myshopify.com/>

SAVE THE DATE!

APRIL 12
SPRING EGGSTRAVAGANZA



Robbinsdale City Hall
1:00 PM

Humanizing the City: Employee Spotlights in Birdtown Brief



Employee Spotlight

FRIDAY
MAY 17
2024



Meet Sherry O'Donnell!
Admin Support / Deputy City Clerk





Sherry at the 2023 Employee Appreciation Lunch

For Sherry O'Donnell, almost 32 years of experience working at the City of Robbinsdale comes in handy on a day-to-day basis in her role as Admin Support/Deputy City Clerk. Since her start date on June 3, 1992, Sherry has gained knowledge of many City-related topics and has become a resource for her fellow staff members to come to with questions. Sherry cites 2004 as a pivotal year in her career, since this is when she transitioned into the Deputy City Clerk role. She then completed a program through the Clerk Institute to obtain her Minnesota Certified Municipal Clerk Certification in 2007, which she will be certified as for life.

Every day at work looks a little different for Sherry depending on the time of year. Fall is the busiest season, as Sherry assists the City Clerk with election duties, which can mean staying extended hours to make sure that everyone has the opportunity to vote. Open enrollment for employee benefits also takes place in the fall. While open enrollment is busy, it is Sherry's favorite time of year at work, since it gives her the chance to reconnect with all City employees. Similarly, Sherry also enjoys getting to meet all new employees when she initially goes over their benefits with them.



Sherry showing off her 30-year employment pin!

Sherry's work doesn't stop at election duties and open enrollment. She also deals with insurance claims, burn permits, Whiz Bang Days licensing, business license renewals, employee handbook updates, personnel file maintenance, employee payroll additions, and more! Overall, the variety of each day is Sherry's favorite part of her job.

Sherry stays just as busy outside of work as she does at her job. Sherry is a gardener, and she gets to work on her flower garden during most weekends when she heads up to her cabin on Green Lake near Princeton, Minnesota. Sherry has also been singing in the Fridley High School Alumni Choir for 25 years. The choir raises scholarship funds for graduating seniors from Fridley High School who are going into arts-related fields. Family time is also important to Sherry, and she loves to watch her grandson play hockey, which recently brought her to Nashville for a tournament. Lastly, Sherry enjoys traveling!

Thank you to Sherry O'Donnell for almost 32 years of great work with the City of Robbinsdale. We appreciate you!





Employee Spotlight

FRIDAY
NOVEMBER 1
2024



Meet Robin Verkinnes!
Senior Engineering Technician



Robin in the field circa 2012.

Robin Verkinnes holds a very special title in the City of Robbinsdale — she is the current longest standing employee! Robin started at the City of Robbinsdale in 1981 as an Engineering Technician, which puts her at an **incredible 43 years with the City... WOW!** In 1981, landing a good engineering job was a tough task, and Robin recalls around 300 people applying for her initial Engineering Technician position. Only 5 applicants made it to the interview round after taking a test, and Robin ended up landing the job. Robin then transitioned to her current position, Senior Engineering Technician, by 1985. Robin earned her engineering degree in her hometown of St. Cloud at the St. Cloud Vocational School.



Robin in the office in 2024!

Today, Robin oversees many City construction projects such as capital works, streets, utilities, and building projects from the conception of a plan to the final day of construction work. Witnessing a project come to fruition after several years of planning and work is Robin's favorite part of the job. Project management was not always her main role, and in the earlier days of Robin's position, she spent most of her time out in the field performing inspections. To complicate things, there were no computers when she started, so surveys were done manually and everything had to be hand-drawn! Over the years, new technology has been integrated into the engineering field, and the City provides Robin with frequent opportunities to get trained in on various technology systems, such as AutoCAD for plan drawing.



Robin in the field circa 2006.

Outside of work, Robin enjoys being active through a variety of sports and activities including softball, volleyball, basketball, racquetball, and walking. With her two children and five grandchildren all living within her area, she gets to spend a lot of time with her family. She takes an annual girl's trip up to the Boundary Waters and has gotten to bring her grandkids along a time or two!

Robin has been an integral part of the City's engineering success and overall success for as long as any City employee can remember, and we appreciate her contributions and knowledge tremendously. Thank you, Robin!



Employee Spotlight

FRIDAY
APRIL 11
2025



Q&A with Police Officer Lana Boskovic





Q: How long have you been a Police Officer, and how long have you been with the Robbinsdale Police Department?
A: I've been a Police Officer for 2 years and have been with Robbinsdale for 5 years in total. I was a Community Service Officer for 3 years!

Q: Why did you want to become a Police Officer?
A: I wanted to help and advocate for victims/citizens.

Q: What's the best part of your job?
A: The best part of my job is that every day is different.

Q: If you had a superpower, what would it be?
A: I would be invisible!

Q: What do you like to do when you are not working?
A: I like to read, go hiking and travel!

Q: What is one fun fact about you?
A: I speak Bosnian.

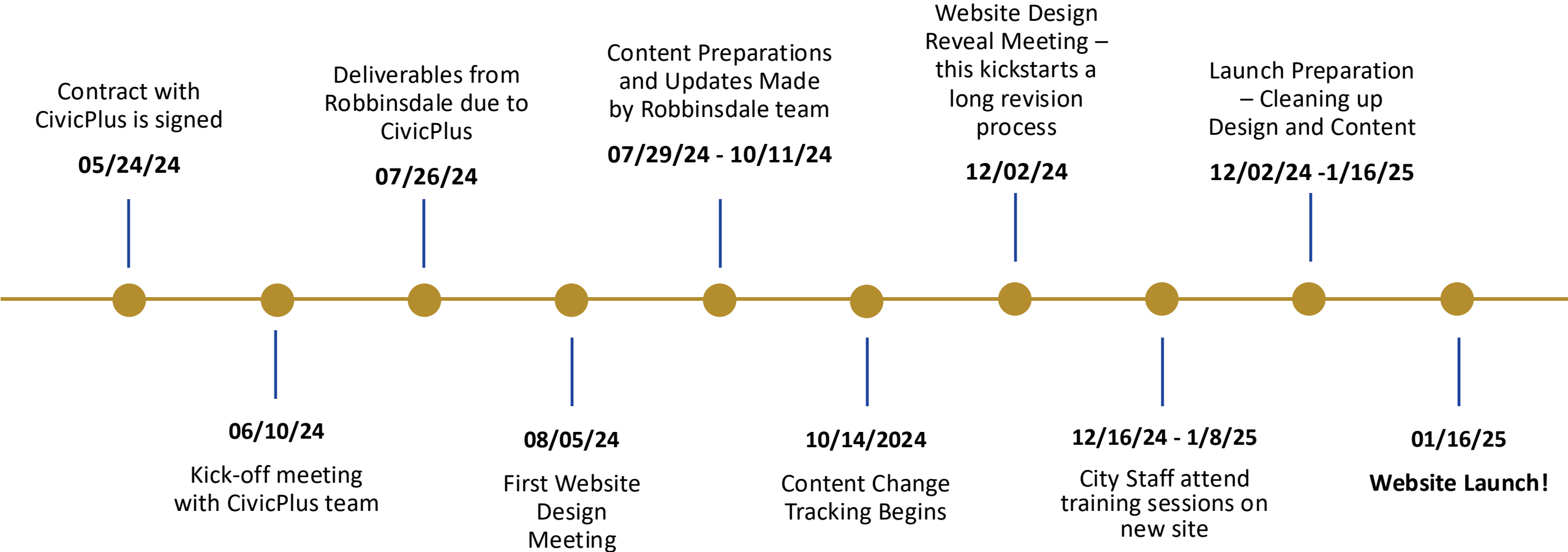
Thank you, Officer Boskovic, for all of your hard work in Robbinsdale - we appreciate all that you do!

Ready to make a difference in your community? Join the Robbinsdale Police Department — apply for open positions today at www.robbinsdalemn.gov/jobs.

Website Redesign



Website Redesign – Summer 2024 to January 2025





Website Redesign – Old Homepage

ABOUT

CITY GOVERNMENT

SERVICES

NEWS

HOW DO I...

Search...



Robbinsdale



UTILITY BILLING



BUILDING PERMITS



POINT OF SALE



REPORT A PROBLEM



POLICE



RECREATION



Website Redesign – New Homepage

[Utility Billing](#)[Building Permits](#)[Motor Vehicle & Passport Center](#)[Report A Problem](#)[Police Department](#)[Recreation](#)

Hi, how can I help?



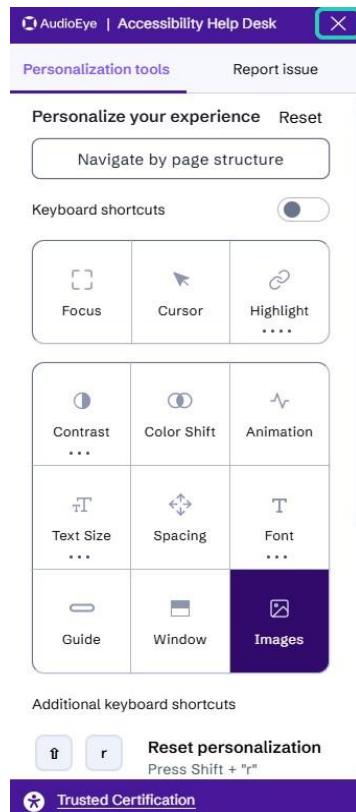
Select Language

Scrolling down will take visitors to Latest News, Upcoming Events, and Other Popular Links... all on the homepage!

Website Redesign – Other Changes/Improvements

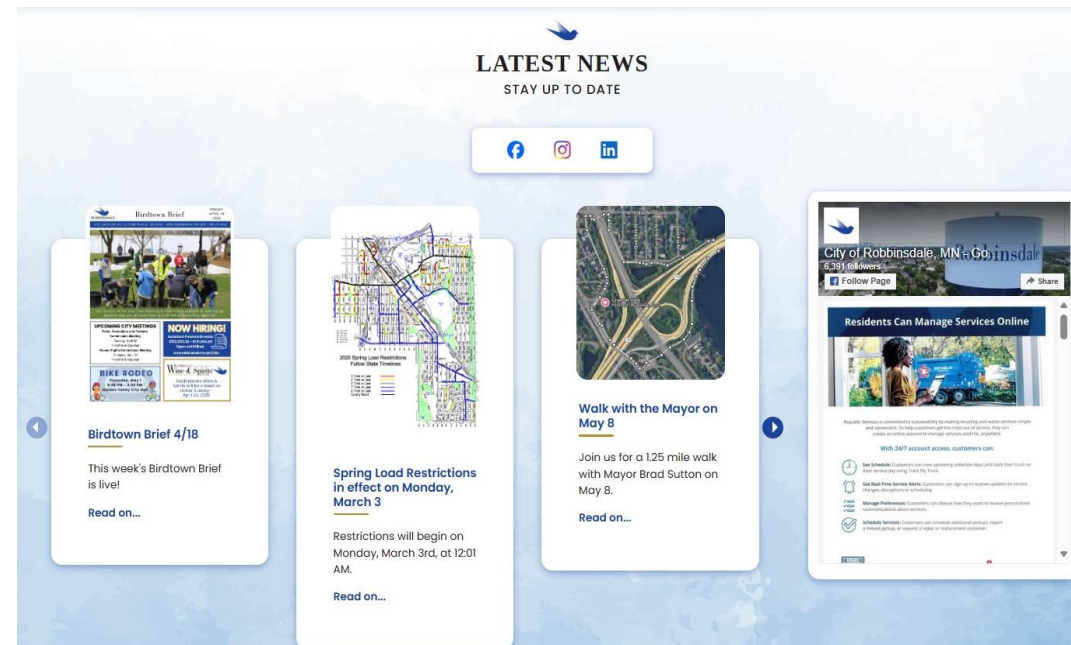
Accessibility Tools:

- AudioEye add-on
- Google Translate
- Content edited to state standards



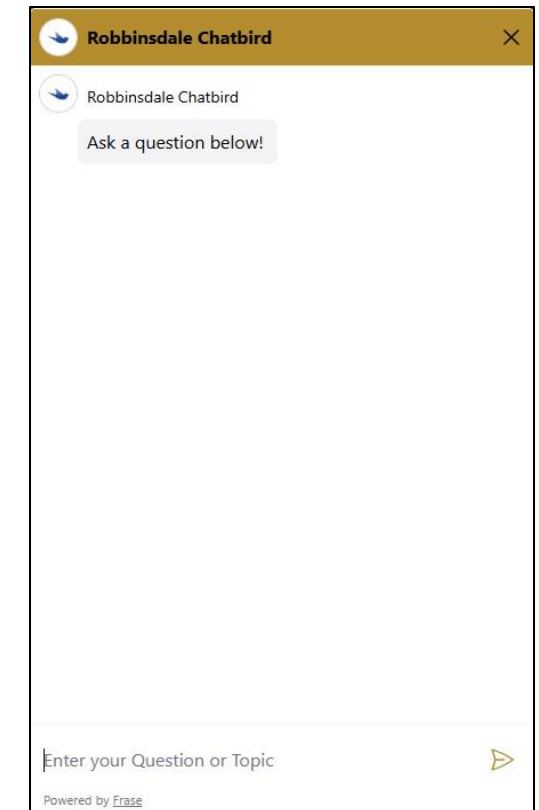
Expanded e-notification system:

- Categories: Birdtown Brief, Construction Updates, Public Safety Updates, Recreation Update, Robbinsdale City News, Robbinsdale Wine & Spirits Special
- News items sent to email also populate on the homepage



Robbinsdale Chatbird:

- Consistently crawls website to be able to answer
- Can be translated
- Manually trained



Website Redesign – Google Analytics

- Since January, the website has been viewed 98,415 times, with an average engagement time of 1m 03s
- Top ten most visited pages of 2025:
 1. Homepage: 13,200 views (13.41%)
 2. Search page: 6,860 views (6.97%)
 3. Utility Billing: 3,834 views (3.9%)
 4. Motor Vehicle and Passport Center: 3,266 (3.32%)
 5. Transition to New Waste Hauler: 2,692 (2.74%)
 6. Building, Construction, and Permits: 2,585 (2.63%)
 7. Employment: 2,565 (2.61%)
 8. Native Plant Sale: 2,555 (2.6%)
 9. Residential Solid Waste: 2,480 (2.52%)
 10. Staff Directory: 2,346 (2.38%)

Ongoing Projects & Future Goals



Robbinsdale Branding Efforts – Internal and External

External:

- Updated City Logos with partner organizations

Internal:

- Rollout of logos to all staff
- City of Robbinsdale Branding Guide
- City of Robbinsdale Letterheads
- City of Robbinsdale email templates
- City of Robbinsdale envelopes
- City of Robbinsdale PowerPoint template

City of Robbinsdale
4100 Lakeview Avenue North
Robbinsdale, MN 55422
763-537-4534
www.robbinsdalemn.gov

ROBBINSDALE

DATE

Recipient Name
Street Address, City, ST ZIP Code

Dear Recipient,

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.
Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles.

Styles in this document have been customized to match the text formatting you see on this page. On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a tap.

Warm regards,

Rachel Leen
YOUR TITLE

Accessibility

Passing Combinations	#1c449c	Aa	Aa
	#b48e2e	Aa	Aa
	#0e5535	Aa	Aa
	#a12424	Aa	Aa
	#c32327	Aa	Aa
	#9b1e20	Aa	Aa



Name

Position Title

Phone: 555-555-5555

Web: www.robbinsdalemn.gov

Email: name@robbinsdalemn.gov

4100 Lakeview Ave N

Robbinsdale, MN 55422

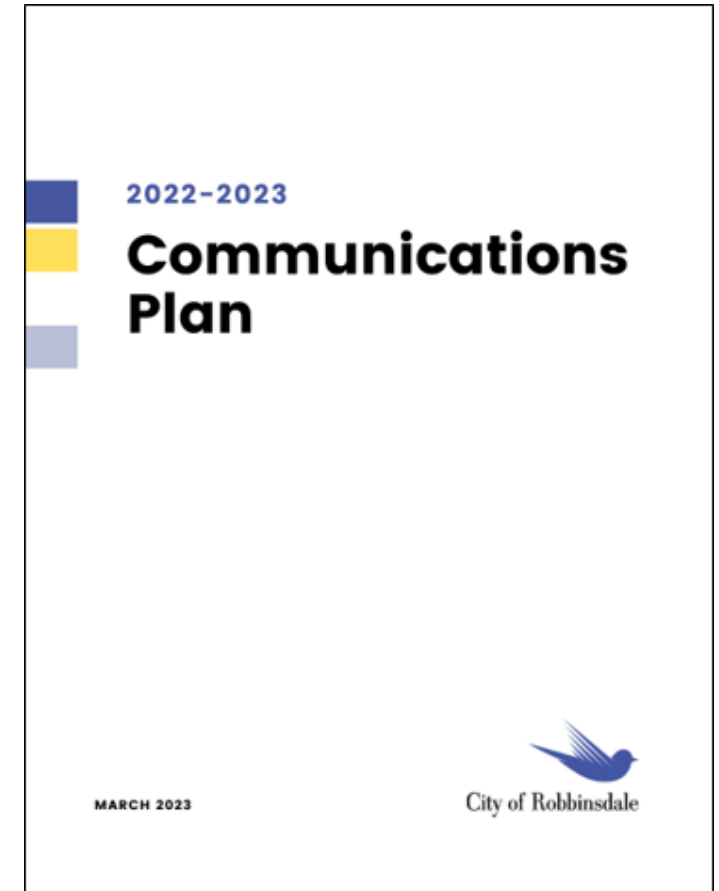
Summary of changes made in 2024-2025

- Redesigned Website
- Updated website e-notifications categories and use
- Improved social media content strategy
- Utilized analytics to better create social media and website content
- Continued to make updates to Biannual Newsletter design
- Changed domains of website and email to .gov
- Rolled out Robbinsdale Brand Refresh internally and externally
- Joined LinkedIn with City and Police pages
- Integrated Recreation Facebook into primary FB page
- Effectively Communicated Significant Policy Changes:
 - Snow Emergency Procedural Update
 - Change in Waste Hauler in April 2025

Continue to reference Strategic Planning Document

THE CITY OF ROBBINSDALE IS A DIVERSE, ENGAGED COMMUNITY AND ITS COMMUNICATIONS SHALL BE REFLECTED AS SUCH. THE CITY SHALL UTILIZE A VARIETY OF STRATEGIES TO ENSURE THAT INFORMATION SHARING IS PROACTIVE, INCLUSIVE, COHESIVE, AND COLLABORATIVE SO THAT ALL AUDIENCES CAN ACCESS INFORMATION THAT IS RELEVANT TO THEM IN AN EQUITABLE MANNER.

Goals: Strategic, Proactive,
Inclusive, Cohesive, Collaborative



Future Goals

- Create Inclusive Materials
 - Improve upon consistency with translating communications materials
- Create Accessible Materials
 - Continue to prepare for upcoming accessibility standards from the state, as well as go above those standards
- Continue to explore new capabilities of website
- Invest time into improving internal communications
- Continue to humanize City – Employee Spotlights, Professional Staff Photos, Social media
- Continue to share Robbinsdale stories and highlight our unique community
- Test out various strategies for growing our LinkedIn audience
- Explore more ways to use our communication channels for community engagement opportunities

- We always invite City Council to share any communications ideas or priorities as they arise!

Questions?





TO: Mayor and City Council
PREPARED BY: Richard McCoy, City Engineer/Public Works Director
APPROVED BY: Tim Sandvik, City Manager
DATE: May 6, 2025
RE: National Public Works Week Proclamation

Background:

Public Works is a vital and ever present function of this and every other City, County, Township and State throughout the country. The safe and efficient maintenance and operation of water and sewer systems, storm sewers and streets, parks and government buildings are some of the many functions that Public Works manages on a daily basis.

The Minnesota Chapter of the American Public Works Association has sought the support from Member Cities and Agencies throughout the State for the recognition of National Public Works Week which commences May 18 through May 24, 2025.

The purpose of this recognition is to acknowledge the dedicated efforts of those in Public Works who operate across the diverse range of activities that provide and maintain the City's infrastructure and services that help to make this community a desirable place to live.

The City has previously worked with CCX to highlight many of the services Public Works performs ranging from crosswalk maintenance, flushing fire hydrants and snow plow safety plus many more. Videos of these activities can be found on the City website. In addition, this year, tours of the Water Treatment Plant are being offered to residents, allowing an insight into the complex operation of the facility that provides our community with its drinking water.

Staff requests City Council consideration of adoption of the proclamation as found on the following page.

Analysis:

Recommendation:

By motion, adopt the Proclamation for National Public Works Week in the City of Robbinsdale.

Attachments:

1. Proclamation - National Public Works Week - 2025



City of Robbinsdale Proclamation

NATIONAL PUBLIC WORKS WEEK

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the City of Robbinsdale; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Robbinsdale to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

NOW THEREFORE, BE IT RESOLVED, I, Bradley Sutton, Mayor of the City of Robbinsdale, Minnesota, in Hennepin County, with concurrence of the Robbinsdale City Council, do hereby proclaim the week May 18–24, 2025,

“NATIONAL PUBLIC WORKS WEEK”

In the City of Robbinsdale and I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Robbinsdale this 6th day of May 2025.

ATTEST

Bradley Sutton, Mayor

Chase Peterson-Etem, City Clerk

Asian American and Pacific Islander Heritage Month Proclamation May 2025

WHEREAS, the City of Robbinsdale is enriched by the diverse cultures, traditions, and contributions of Asian Americans and Pacific Islanders who call our community home; and

WHEREAS, Asian Americans and Pacific Islanders have played and continue to play an integral role in shaping the vibrant character and progress of Robbinsdale; and

WHEREAS, their achievements and contributions enhance our local businesses, schools, arts scene, and civic life; and

WHEREAS, the diverse heritage of Asian American and Pacific Islander communities, encompassing a multitude of ethnicities, languages, and experiences, strengthens the fabric of our city; and

WHEREAS, it is important to honor and celebrate the heritage and accomplishments of our Asian American and Pacific Islander neighbors and to acknowledge their ongoing contributions to Robbinsdale; and

WHEREAS, recognizing Asian American and Pacific Islander Heritage Month provides an important opportunity for all residents of Robbinsdale to learn about and appreciate the unique journeys and resilience of these communities;

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby declares May 2025, to be Asian American and Pacific Islander Heritage Month in the City of Robbinsdale, County of Hennepin, State of Minnesota, U.S.A.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Robbinsdale to be affixed this 6th day of May 2025.

Bradley Sutton, Mayor

TO: Mayor and City Council

PREPARED BY: Kayla Kirtz, Sustainability Coordinator

APPROVED BY: Tim Sandvik, City Manager

DATE: May 6, 2025

RE: Second reading of Ordinance No. 25-04 amending section 815.07 of the Robbinsdale City Code

Background:

On April 1, 2025, City Council held the first reading of Ordinance No. 25-04 amending section 815.07 of the Robbinsdale City Code. This ordinance updates the hours of operation of Lower Twin Lake to a clear and concise sunrise to sunset. The City Council also completed a series of City Code changes related to lake usage and identification back in July 2024 as part of a larger project effort to update and redesign the signage at the Lower Twin Lake and Crystal Lake boat launches.

During the first reading of Ordinance No. 25-04, Council Member Greenberg asked for confirmation that Lower Twin Lake would remain a no-wake lake despite the proposed language being struck from section 815.07 subdivision 5. Lower Twin Lake will remain a no-wake lake, as defined in:

- Section 815.07 Subd. 3 Lower Twin Lake: This lake is designed as a full-time slow-no wake lake as defined in Section 2040.03, subd. 5. It is also unlawful to make a wake or exceed the speed limit of five miles per hour while going under bridges or through channels.
- Section 2040.06 Lower Twin Lake regulation: No person shall operate a watercraft at greater than a slow-no wake speed on Lower Twin Lake regardless of lake level.

Analysis:

Recommendation:

1. Hold a public hearing and consider public comment on the proposed ordinance.
2. Hold the second reading of Ordinance No. 25-04 amending section 815.07 of the Robbinsdale City Code.

Attachments:

1. Second reading of Ordinance 25-04

Member _____ moved and Member _____ seconded a motion that the following ordinance which was given its first reading on April 1, 2025 be given its second reading on this 6th day of May, 2025, and that it be adopted.

ORDINANCE NO. 25-04

AN ORDINANCE AMENDING SECTION 815.07 OF THE ROBBINSDALE CITY CODE RELATING TO HOURS OF OPERATION OF CRYSTAL LAKE AND LOWER TWIN LAKE

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN THAT:

- 1) Section 815.07 of the City Code is hereby amended with the following language to be removed shown by ~~strikeout~~ and new language added shown in **bold and underlined**:

815.07. Speed and operation of watercraft; regulation of docks.

Subd. 5. Time.

(a) Crystal Lake. ~~A mechanical powered boat, motorboat, or~~ **Any** watercraft may **only** ~~not~~ be operated **between sunrise and sunset on any day** ~~from sunset to sunrise the following day.~~

(b) Lower Twin Lake. **Any** watercraft may **only** ~~not~~ be operated between **sunrise and sunset** ~~the hours of 12:00 (noon) and 6 o'clock P.M. on any day; unless such watercraft is operated for the limited purpose of traveling on Lower Twin Lake to or from Middle or Upper Twin Lake, and at a no wake speed (not greater than five miles per hour).~~

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

Robbinsdale City Code Section 815.07 is being amended to clarify the hours of operation of Crystal Lake and Lower Twin Lake.

- 3) This ordinance shall be effective immediately upon its passage and publication.

First Reading: YEAS: Blackledge, Greenberg, Parisian, Wagner, Mayor Sutton

NAYS: None

Second Reading: YEAS:

NAYS:

PASSED AND ADOPTED BY THE CITY COUNCIL ON THIS 6TH DAY OF MAY, 2025.

Brad Sutton, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk
(SEAL)

TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: May 6, 2025
RE: Public Hearing on Proposed Water Rates for North Memorial

Background:

Annually, the City will consider adjustments to utility rates based on consumption and future needs related to infrastructure. Most recently, rate studies were conducted in 2017 by Ehlers, and again in 2022 by Water Worth. Based on reviews, including those of internal funds, staff made recommendations for adjustments last December that became effective January 1, 2025.

Analysis:

At this time, staff is only recommending the addition of one fee, specific to North Memorial. As was agreed to decades ago, once Robbinsdale water was treated to agreed-upon level(s), North Memorial would connect to City water. For the past two years since the new Water Treatment Plant has gone online, City staff and North Memorial staff have been meeting advise a plan for connection and operation. As a part of those discussions, the City have better understood current rates being paid to the City of Minneapolis, while also ensuring appropriate funding goes towards future infrastructure needs.

Recommendation:

Following the Public Hearing, Staff recommends that Council waive the reading, and ultimately motion and vote to approve A RESOLUTION ESTABLISHING CITY WATER, RATES IN THE CITY OF ROBBINSDALE EFFECTIVE FOR ALL USAGE BEGINNING MAY 6th, 2025.

Attachments:

1. Resolution NO xx - Establishing Utility Rates 5.6.25
2. Copy of 2025 Utility Rates Handout

Member _____ moved and Member _____ seconded a motion that the following resolution be read and adopted this 6th day of May 2025.

RESOLUTION NO.

A RESOLUTION ESTABLISHING CITY WATER, RATES IN THE CITY OF ROBBINSDALE EFFECTIVE FOR ALL USAGE BEGINNING May 6th, 2025.

WHEREAS, Robbinsdale City Code, Section 705.01 sets the policy for determining and establishing utility charges by resolution; and

WHEREAS, rate adjustments are needed to properly fund operations and planned capital improvements for the utility system; and

WHEREAS, to encourage water conservation and follow Minnesota law, (Minnesota Statutes, section 103G.291), the City has implemented residential conservation water rate structures; and

WHEREAS, a public hearing was held on May 6, 2025 for the purpose of determining whether to adjust the utility rates and the City Council considered the public input, if any, provided at said public hearing;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBBINSDALE THAT EFFECTIVE FOR ALL USAGE BEGINNING May 6, 2025:

1. North Memorial Hospital rates to be \$7.00 per 1,000 gallons;

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 6th DAY OF MAY 2025.

Brad Sutton, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

City of Robbinsdale 2025 Utility Rates

Rates Effective January 1, 2025

Service	Monthly Rate	For Two Months
Water Service - Pays for maintenance and replacement of mains	\$16.05	\$32.10
Water that you use (for two months) - Pays for pumping and treating the water		
The first 12,000 gallons	\$8.82 per 1,000 gallons	
Usage from 12,001 - 26,000 gallons	\$11.80 per 1,000 gallons	
Usage from 26,001 - 40,000 gallons	\$15.29 per 1,000 gallons	
Usage over 40,000 gallons	\$22.37 per 1,000 gallons	
(Average home uses 8,000 gallons for two months in the winter)		
North Memorial Water Rate	\$7.00 per 1,000 gallons	
Water Capital Surcharge - Saving for well repairs, water tower replacement, etc.	\$1.63 per 1,000 gallons	
Irrigation usage - Pays for pumping and treating the water (Commercial and Homeowner Associations)		
The first 20,000 gallons	\$15.29 per 1,000 gallons	
Usage over 20,000 gallons	\$22.37 per 1,000 gallons	
Note: Residential Homeowner Associations include a multiplier to the tier ranges for the number of residential units		
Sanitary Sewer Service - Pays for maintenance and replacement of mains and lift stations	\$13.67	\$27.34
Sanitary Sewer - Based on the average winter water consumption. If actual use is less than winter average, you will be charged for actual usage. Pays for sanitary sewer treatment.	\$7.89 per 1,000 gallons	
Storm Sewer - Includes effort to remove contaminants from storm run off (Residential)	\$20.60	\$41.20
Garbage/Yard Waste/Recycling*		
32 gallon, including taxes and recycling credit	\$38.14	\$76.28
64 gallon, including taxes and recycling credit	\$42.71	\$85.42
96 gallon, including taxes and recycling credit	\$47.04	\$94.09
Need an extra garbage container?*		
Extra 32 gallon container, including taxes	\$38.14	\$76.28
Extra 64 gallon container, including taxes	\$42.71	\$85.41
Extra 96 gallon container, including taxes	\$47.04	\$94.08
Organics Recycling*		
Residential properties up to 1,295 participants	\$3.50	\$7.00
Residential properties up to 1,544 participants	\$3.75	\$7.50
Residential properties up to 2,072 participants	\$4.00	\$8.00
Residential properties up to 2,590 participants	\$4.25	\$8.50
*Effective 1/1/2025, ALL container (garbage, recycling, or organics) swaps, replacements, or new requests will incur a charge on your next invoice - 1st time during calendar year = \$10; 2nd+ time = \$20.		
Damaged cart replacements are FREE; however, the resident will be required to schedule with Republic Waste Services at 320-252-9608.		
Street Lights - mid-block street lights as requested by petition by homeowners		
L01 Street light type	\$1.98	\$3.96
L02 Street light type	\$4.11	\$8.22

Questions? Call the utility billing department at 763-531-1211.

TO: Mayor and City Council
PREPARED BY: Sherry O'Donnell, Admin Support/Deputy City Clerk
APPROVED BY: Tim Sandvik, City Manager
DATE: May 6, 2025
RE: Permit – Chickens – 4351 France Avenue North

Background:

Derek Patz, 4351 France Avenue North, submitted a domestic animal application requesting approval of up to six (6) hen chickens. City Code requires that a person keeping or maintaining more than two chickens must obtain a permit and that owners of all properties within 200 feet of the subject premises are notified of a public hearing regarding the issuance of a permit. The neighboring property owners have been notified and the public hearing notice has been published.

The resident's purpose for the keeping of chickens is eggs for personal consumption and pets.

Analysis:

The Police Chief and Community Development Director approved the application. The presented plans comply with Zoning and City Code requirements.

Recommendation:

1. Conduct the public hearing and take public comment.
2. After hearing the public comments, consider approval of the request of up to six (6) chickens at 4351 France Avenue North subject to the following conditions:

- a. that electric and building permits be obtained, if necessary, at any time during the tenure of each annual license;
- b. that there will be compliance with standards of Zoning Ordinance, Section 510.11, Accessory Structures, including total coverage of all accessory structures, and no more than one accessory structure allowed without a permanent foundation;
- c. that there will be compliance with Hen Chickens Permits, City Code 915.37, Subd. 2;
- d. that there is proper collection and disposal of animal waste;
- e. that permit holder ensures proper storage of food and prevent pest invasion of food spillage; and,
- f. that there is a proper supply of water.

Attachments:

None



TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: May 6, 2025

RE: Second Reading and Adoption of an Ordinance Adding Section 1165 Cannabis and LPHE Business Regulations to the Robbinsdale City Code Chapter XI, Business & Trade Regulations, and Amending City Code Chapter V, Planning and Land Use Regulations, Sections 520, 521, 525 for the Purpose of Establishing Zoning Requirements for State Licensed Cannabis and Lower Potency Hemp Edible Businesses in the City.

Background:

Due to changes in MN Chapter 342, the state has legalized cannabis and lower-potency hemp edible (LPHE) product businesses selling to adults (age 21 or older) with the MN Office of Cannabis Management (OCM) establishing new state regulations, rules and issuing business licenses for such. Further, the state statute allows limited authority to cities to regulate the location, time, and manner of these state-licensed businesses through city codes that establish city registration, land use zoning, special event permitting and other local regulations. The mechanism for adopting these new regulations is for the city council to consider and then adopt an ordinance approving the new city code language for the city of Robbinsdale. Before adopting an ordinance with specific code language, the city must hold a publicized public hearing to receive public input, and also publicize the first and second readings of such code changes at two different city council meetings. Then, after city council approval of the ordinance, and a final publication of the ordinance denoting the code changes must occur before the new regulations go into effect.

Analysis:

The proposed new city code with regulations for retail and other state-licensed cannabis and LPHE businesses is attached to this memo. The Robbinsdale Planning Commission held a public hearing on the proposed zoning and buffer regulations on March 20, 2025. The Planning Commission unanimously recommended approval of such to the city council. The city council held a public hearing on the proposed ordinance at the April 15, 2025, meeting in concert with approving the first reading of the ordinance.

In sum, the ordinance adds section 1165, Cannabis and LPHE Business Regulations, to the city code Chapter XI, Business and Trade Regulations. The proposed ordinance establishes a city registration process for cannabis and LPHE businesses in the city, and specifies the permitted location (zoning) for such state-licensed businesses to be in the city's B-2, B-3, B-4, DD1, DD2, and Business Warehouse zoning districts. Further, the new code requires that there be no more than 2 allowable cannabis retail businesses in the city, not including the city's municipal liquor store, as municipal liquor stores may apply for state licenses to sell retail cannabis and LPHE products. The proposed new code establishes a city registration process for LPHE product businesses, requires a 300-foot buffer of all cannabis and LPHE product businesses from schools, specifies a special event permit process and establishes registration fees and rule

enforcement protocols. Lastly, the proposed new code prohibits the use of cannabis and LPHE products in all public places, including parks, sidewalks, streets, etc. Attached for reference, please find maps denoting the zoning districts that would allow state-licensed cannabis and LPHE retail businesses, and a map denoting the 300-foot buffer around schools that would be enforced.

With these proposed new code changes, the existing city code found in Section 1160, Chapter XI, related to Tetrahydrocannabinol (THC) product businesses being licensed by the city will become obsolete or redundant when the state OCM begins to license these THC/LPHE businesses. That is projected to occur this summer/fall. At that time, it would be helpful for the city to repeal city code Chapter XI, section 1160 regarding THC products, to eliminate any redundancy or confusion on the licensing and regulations roles of the state and the city. But for now, the THC provisions in the city code remain in effect.

Recommendation:

Approve the ordinance holding the second reading of the proposed code changes, adding a new section 1165, and amending city code zoning provisions pertaining to state-licensed cannabis and LPHE businesses in the city. The ordinance with new code language would go into effect pending publication.

Attachments:

1. AN ORDINANCE ADDING A NEW SECTION 1165 TO CHAPTER XI - DRAFT
2. Map with 300 foot radius buffer around schools
3. Zoning Map for Cannabis and LPHE Retail

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on April 15, 2025, be given its second reading on this 6th day of May, 2025 and that it be adopted.

ORDINANCE 25-

AN ORDINANCE ADDING A NEW SECTION 1165 TO CHAPTER XI, BUSINESS AND TRADE REGULATIONS OF THE CITY CODE REGARDING THE REGISTRATION OF CANNABIS AND LOWER POTENCY HEMP EDIBLE PRODUCT BUSINESSES AND RELATED REGULATIONS INCLUDING FEES, AND AMENDING TEXT IN CHAPTER V, PLANNING AND LAND USE REGULATIONS, SECTIONS 520, 521, 525 FOR THE PUPOSE OF ESTABLISHING ZONING REQUIREMENTS FOR THESE STATE LICENSED CANNABIS AND HEMP BUSINESSES

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

- 1) That Robbinsdale's city code Chapters V and XI, be amended with the following language:

Section 1165 – Adult-Use Cannabis Business and Low Potency Hemp Edible (LPHE) Product Retailer Registrations and Related Business Regulations

1165.01. Findings and purpose.

The purpose of this section is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the city of Robbinsdale to protect the public health, safety, and welfare of Robbinsdale residents by establishing certain regulations for cannabis and LPHE businesses within the legal boundaries of the city for the following reasons:

- (a) Robbinsdale finds and concludes that registration and lawful land use regulations are appropriate and will promote the community's interests in reasonable zoning and regulation of cannabis and LPHE product businesses including time, place and manner of operation regulations as allowed in state statute for the public good.
- (b) The city of Robbinsdale has the authority to adopt reasonable restrictions on the operation of cannabis businesses pursuant to Minn. Statute 342.13(c) for cannabis and LPHE product businesses provided that such restrictions do not prohibit the establishment of such businesses, and pursuant to Minn. Statute 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and LPHE edible retail businesses, and pursuant to Minn. Statute 152.0263, Subd. 5, regarding the use of cannabis and LPHE products in public places, and pursuant to Minn. Statute 462.357, regarding the authority of local authority to adopt zoning code ordinances.
- (c) The city of Robbinsdale is responsible for the administration and enforcement of this section. Any violation of the provisions or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this section

can occur regardless of whether a city registration or permit is required for a regulated activity referenced in this section.

1165.02. Definitions and interpretations.

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. Chapter 342 and the rules promulgated thereunder, shall have the same meaning in this section. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- a) “Office of Cannabis Management” means the Minnesota Office of Cannabis Management, referred to as “OCM” in this section.
- b) “Lower-potency Hemp Edible (LPHE) Product Retail Business” has a meaning as defined under Minn. Stat. 342.01.
- c) “State License” means an approved license issued by the State of Minnesota’s Office of Cannabis Management (OCM) to a cannabis or LPHE business per Minn. Statute Chapter 342.
- d) “Retail Registration” means an approved registration issued by the city of Robbinsdale to a state licensed cannabis retail business or LPHE product retail business.
- e) “Preliminary License Approval” means OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
- f) “Cannabis Business” means the same as “cannabis business” as defined in Minn. Statute 342.01.
- g) “Cannabis Retail Business” means any person, partnership, firm, or corporation that has a state license to sell cannabis products to a consumer and not for the purpose of resale in any form, excluding LPHE product retailers. May include a state licensed medical cannabis retailer business.
- h) “Cannabis Cultivation Business” means a cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flowers for sale to other cannabis businesses, including cannabis flowers to a cannabis manufacturer that may be located on the same premises, and perform other actions approved by the OCM, such as cannabis or hemp product manufacturing, distribution, product testing, product transportation and delivery, and/or product wholesaling.
- i) “Place of Public Accommodation” means a business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
- j) “Public Place” means a public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms;

meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

- k) “School” means a public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.

1165.03. Registration of cannabis retail businesses and LPHE product retailer businesses.

Requirements for registration, fees and enforcement for cannabis retail and LPHE product businesses are as follows:

- (a) City Registration Required. No individual or entity may operate a state licensed cannabis or LPHE product retail business within the city of Robbinsdale without first registering with the city of Robbinsdale. Any state licensed cannabis or LPHE retail business that sells to a customer or patient without valid retail registration granted by the city shall incur a civil penalty of up to \$2,000 for each violation.
- (b) Application and issuance of city registration. An applicant for a retail registration shall fill out a city application form, as provided by the Robbinsdale city clerk. Said form shall include, but is not limited to the full name of the property owner and the applicant if different, the proposed owner and applicant’s addresses, email address and telephone numbers, the proposed state licensed cannabis product business name, address, email, telephone number, parcel ID for the property which the retail registration is sought, and a certification that the applicant understands that they must comply with the requirements of local ordinances established pursuant to Minn. Stat. 342.13. The applicant shall include with the registration application form the registration fee as required by the city, and a copy of a valid state license or written notice from OCM of license preapproval. Once an application is considered complete, the Robbinsdale city clerk will notify the applicant and forward the application to the Robbinsdale city council for consideration approval or denial. The city registration application fee shall be non-refundable.
- (c) Preliminary compliance checks prior to retail registration. Prior to issuance of a cannabis retail business registration, the city shall conduct a preliminary compliance check to ensure compliance with local ordinances. Pursuant to Minn. Stat. Chapter 342, within 30 days of receiving a copy of a state license application form from OCM, Robbinsdale shall certify on a form provided by OCM whether a proposed cannabis or LPHE product retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
- (d) Registration Application Fees. A registration fee, as established in Robbinsdale’s fee schedule, shall be charged to applicants depending on the type of retail business license applied for. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee. Any renewal retail registration fee imposed by Robbinsdale shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less. A medical cannabis product retail business operating an adult-use retail location may only be charged a single registration fee, not to

exceed the lesser of a single retail registration fee, defined under this section and related code requirements.

- (e) Approval and issuance of registration. The city shall issue a retail registration to a state licensed cannabis retail or LPHE product business that adheres to the requirements of Minn. Stat. 342.22. A state licensed cannabis retail business or LPHE product retail license registration application shall not be approved or renewed if the applicant is unable to meet the requirements of this section or other applicable city codes. A state licensed cannabis retail business or LPHE product retail business application that meets the code requirements of this section and other applicable city codes shall be approved.
- (f) Annual Compliance Checks. The Robbinsdale Police Department or its designee shall complete at minimum of one compliance check per calendar year of every cannabis business registered by the city to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24 and related city code. The Robbinsdale Police Department or its designee shall conduct at a minimum of one unannounced age verification compliance check at least once per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government. Any failures under this section must be reported to the OCM.
- (g) Location Change of Registered Cannabis Business. A state licensed cannabis retail business or LPHE product business shall be required to submit a new application for registration if it seeks to move to a new location still within the legal boundaries of Robbinsdale.
- (h) Renewal of Registration. The Robbinsdale city council shall consider renewal of an annual registration of a state licensed cannabis retail business and LPHE product retail businesses at the same time OCM renews the cannabis retail business' license. A state licensed cannabis or LPHE product retail business shall apply to renew registration on a form established by the Robbinsdale city clerk. A cannabis or LPHE product retail registration issued under this section shall not be transferred.
- (i) Renewal Fees. The Robbinsdale city council may charge a renewal fee for the registration starting at the second renewal, as established in Robbinsdale's fee schedule.
- (j) Suspension of registration. The Robbinsdale City Council may suspend a cannabis or LPHE product retail business's registration if it violates the ordinances of the city or poses an immediate threat to the health or safety of the public. The city of Robbinsdale shall immediately notify the registered retail business in writing the grounds for the suspension.
- (k) Notification of suspension to OCM. The city of Robbinsdale shall immediately notify the OCM in writing on the grounds for any registration suspension. OCM will provide the city of Robbinsdale and cannabis or LPHE product business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
- (l) Length of suspension. The suspension of a cannabis or LPHE product retail business registration from the city may be for up to 30 calendar days, unless OCM suspends the

license for a longer period. The business may not make sales to customers if their registration is suspended.

- (m) The city of Robbinsdale may reinstate a registration if it determines that the violations have been resolved.
- (n) Civil Penalties. Subject to Minn. Stat. 342.22, subd. 5(e) the city of Robbinsdale may impose a civil penalty, as specified in the city of Robbinsdale's Fee Schedule, for registration violations, not to exceed \$2,000.
- (o) Limiting Cannabis Retail Business Registrations in the city. The city of Robbinsdale shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within the city of Robbinsdale's legal boundaries. The city of Robbinsdale shall limit the maximum number of cannabis retail businesses to two businesses within city limits. The city does not limit the number of LPHE product business registrations within city limits.

Section 1165.04. Requirements for cannabis and LPHE businesses including buffer and zoning.

Minimum Buffer Requirements.

The city of Robbinsdale shall prohibit the operation of a cannabis or LPHE product business located within 300 feet of a school. Pursuant to Minn. Stat. 462.357 subd. 1e, nothing shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, attraction with a public park that is regularly used by minors moves within the minimum buffer zone.

The city of Robbinsdale shall prohibit the operation of a cannabis retail business located within 500 feet of another registered cannabis retail business. Noncompliance with this buffer requirement is grounds for denial of a new business registration application.

Zoning and Land Use.

State licensed, city registered cannabis retail businesses and LPHE product retail businesses are allowed to be located in the city's B-2 (Limited Community Business), B-3 (Highway Commercial), B-4 (Community Business), DD-1 (Downtown Business District) and DD-2 (Downtown transition and Transit District) zoning districts.

State licensed cannabis cultivation businesses and hemp cultivation businesses are allowed to be located within the city's B-W (Business Warehouse) district. This includes cannabis and hemp product manufacturers, product testing businesses, product transportation and delivery businesses, and cannabis and/or hemp product wholesalers.

Hours of operation for city registered cannabis retail and LPHE product businesses.

City permitted hours of operation for city registered cannabis product and LPHE product retail businesses are 8 am – 10 pm on Monday through Saturday, and from 11 am to 6 pm on Sundays.

If the city registered LPHE product retail business is also a city licensed on-sale liquor establishment such as a restaurant, the permitted hours of operation for on-sale product sales are 8 am - 2 am, Monday through Saturday and 10 am to 2 am on Sundays, with the LPHE products to be consumed on site.

Display of state license and city registration required.

All licenses and registrations pertaining to the cannabis retail business and LPHE product retail business must be posted and displayed in plain view of the general public on the business premises.

State licensed, registered cannabis retail business signs.

Cannabis retail businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by Robbinsdale's sign ordinances and Minn. Statute Chapter 342.

1165.05. City permit required for temporary cannabis or LPHE product special events. A state licensed and city registered cannabis business retailer or LPHE product business retailer may apply to the city for a temporary special event permit. The city approved special event permit is required and must be limited to a specific date, time, and location. A special event permit application fee shall be charged to all applicants and is non-refundable.

Temporary cannabis or LPHE product special event permit application procedure.

The special event application shall be made to the city clerk on an application form they provide to the applicant. Upon city review of the application, if the application is deemed incomplete by the city clerk, they shall notify the applicant in writing as to any deficiencies. The city council shall consider completed applications for temporary cannabis or LPHE product special events. The city council may restrict or prohibit any on-site consumption of cannabis or LPHE products at such special events. If there are public health, safety, or welfare concerns associated with a proposed temporary cannabis or LPHE product special event proposed, the city council may deny the approval of the permit. If the permit is not approved, the city shall notify the applicant of the standards not met and basis for denial.

1165.06. City of Robbinsdale as cannabis business and LPHE business retailer.

The City of Robbinsdale may establish, own, and operate a municipal cannabis retail business subject to any restrictions in city code. The municipal cannabis retail store shall not be included in any limitations that the city has established regarding the maximum number of allowable cannabis business retailers in the city. The city of Robbinsdale may also be registered for the sale of LPHE products at its retail store. The city of Robbinsdale shall be subject to all of the same retail license requirements and procedures applicable to all other applicants for such licenses and registrations including OCM rules and regulations.

1165.07. Use of cannabis and LPHE products in public prohibited.

No person shall use cannabis flower, cannabis products, lower-potency hemp edible products, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption for adult-use.

1165.01. Findings and purpose pertaining to Cannabis and LPHE Business Regulation.

1165.02. Definitions and interpretations.

11.65.03. Registration of cannabis and LPHE product retail businesses including fees.

11.65.04. Requirements for a cannabis business including buffer and zoning.

11.65.05. Temporary cannabis special event permits including fees.

1165.06. City of Robbinsdale allowed as cannabis business and LPHE product retailer.

1165.07. Use of cannabis and LPHE products in public is prohibited.

520.03 Zoning: Cannabis Businesses Allowed in Certain Business Districts.

521.01. Zoning: Cannabis Businesses Allowed in Downtown District-1.

521.03. Zoning: Cannabis Businesses Allowed in Downtown District -2.

525.01. Zoning: Cannabis Businesses Allowed in B-W, Business Warehouse District.

First Reading: YEAS:

NAYS:

Second Reading: YEAS:

NAYS:

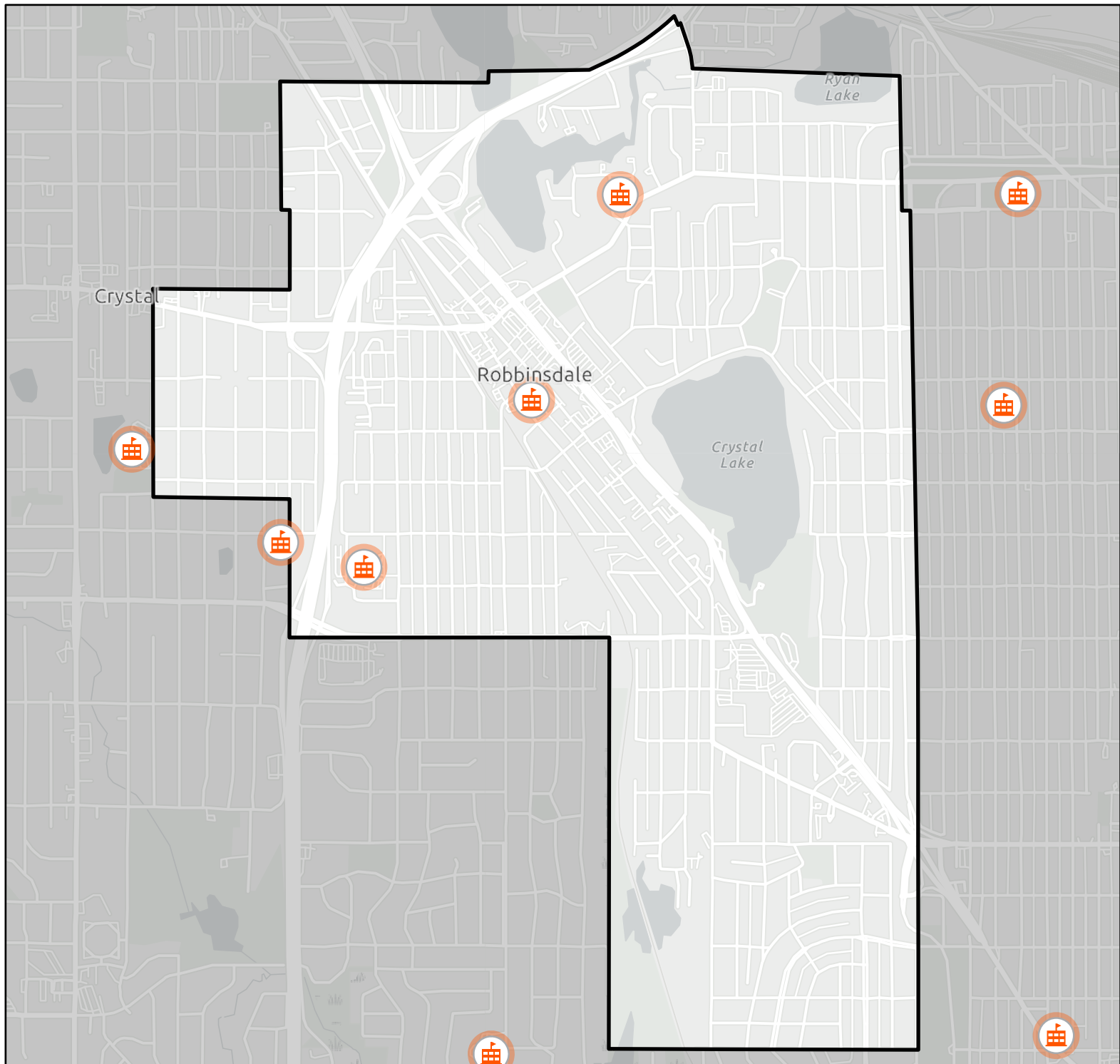
PASSED BY THE CITY COUNCIL THIS ____ DAY OF MAY, 2025.

Brad Sutton, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

Proposed Zoning Restrictions for Cannabis Businesses



Schools



300 foot buffer

0 0.25 0.5 1 Miles



Zoning

- B2 - Limited Community Business
- B3 - Highway Commercial
- B4 - Community Business
- DD1 - Downtown District
- DD2 - Downtown District





TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: May 6, 2025

RE: 2nd Reading of an Ordinance Amending Chapter IV, Building, Housing, and Construction Regulations

Background:

In January of this year, the city began to contract with Rum River Consulting (RRC) to provide building construction permitting, plan review and inspection services to Robbinsdale residents, businesses, and their building contractors due to a vacancy in the city's Building Official position. RRC contracts with over 20 other municipalities in the Twin Cities Metropolitan Area and have been providing excellent service these last few months to Robbinsdale. As a result in this change, city staff and Rum River have completed a more in-depth review of certain licensing, including that of contractors.

Analysis:

Staff recommends that the city discontinue the practice of licensing construction, plumbing and mechanical building contractors going forward, as the state's Department of Labor & Industry (DOLI) performs annual licensing of these contractors and maintains a searchable data base for individuals and the city building inspectors and/or contractors to verify. This takes into account that the state (DOLI) verifies state code requirements for training certificates and insurance coverages for these contractors as having been met. It is redundant for the city to also license these businesses and as such, staff recommend the requirement for such licensing should be repealed in city code (see attached Robbinsdale city code, Chapter IV, Building, Housing & Contractors, Section 405, Licensed Construction Activities, with proposed strike through edits) and the \$50 permit fee be eliminated from the city fee schedule.

Recommendation:

Motion to hold the 2nd reading and adopt Ordinance No. 25-06 "AN ORDINANCE AMENDING CHAPTER IV, BUILDING, HOUSING AND CONSTRUCTION REGULATIONS, SECTION 405, LICENSED CONSTRUCTION ACTIVITIES OF THE ROBBINSDALE CITY CODE."

Attachments:

1. 2nd Reading of an Ordinance Amending Chapter IV, Building, Housing, and Construction Regulations

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on April 1, 2025, be given its second reading on this 6th day of May 2025 and that it be adopted.

ORDINANCE 25-

AN ORDINANCE AMENDING CHAPTER IV, BUILDING, HOUSING AND CONSTRUCTION REGULATIONS, SECTION 405, LICENSED CONSTRUCTION ACTIVITIES OF THE ROBBINSDALE CITY CODE

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

- 1) That Robbinsdale's city code Chapter IV, Section 405 Licensed Construction Activities be amended with the following language to be removed as shown by strikeout and new language added as shown in bold and underlined:

405.01. Plumbing.

No person may engage in the business of installing, altering, extending, repairing or maintaining plumbing work or house drainage or connecting plumbing installations without a license from the city ~~state~~. Licenses will be issued only to individuals or contractors as provided by the applicable statutes of the state. A person not so licensed may do plumbing work which complies with the provisions of the minimum standards prescribed by this chapter on premises or that part of premises owned and actually occupied by the person as a homestead if the person files with the building official an affidavit showing that the person performed the actual work in the homestead. Application for the license is made to the city council and such license will be granted upon proof of the applicant's qualifications and upon the filing of a certificate of insurance to the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. In lieu of the insurance requirements above, insurance with the state of Minnesota will be accepted in accordance with Minnesota Statutes, section 326.40. The annual fee for a license to engage in the business of plumbing is set forth in Appendix B. Plumbing licenses expire annually on December 31. Applications for licenses are considered by the city council, and, if approved by the city council, a license will be issued by the city clerk. Licenses are not transferable. The license fee is paid to the city clerk at the time of filing on the application. The license fee may not be prorated. (Amended, Ord. No. 03-22, Ord. No. 13-01, Ord. No. 18-02)

405.03. Electrical.

No person may engage in the business of installing, altering, extending, repairing, or maintaining electrical work of any kind or nature unless a license to do such work is first obtained from the state. Anyone not so licensed may do electrical work which complies

with the provision of the minimum standards prescribed by this chapter on premises or that part of premises owned and actually occupied by that person as a homestead if the person files with the director an affidavit showing that the person performed the actual work in the homestead.

405.05. Heating and air conditioning.

No person may engage in the business of installing or repairing heating or air conditioning plants, equipment or work for any purpose whatsoever in the city without first having procured a license therefor. from the state. Licenses shall be issued only to ~~individuals or contractors who show a thorough understanding of the laws and regulations governing heating and air conditioning installation and who demonstrate sufficient knowledge, skill and training to enable them to carry on such work.~~ Application for license is made to the city council and may be granted upon proof of the applicant's qualifications therefor and upon the filing of a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. The annual fee for a license to engage in the business of installing and repairing heating and air conditioning is set in Appendix B. A heating and air conditioning license expires annually on December 31. Applications for licenses will be considered by the city council, and if approved by the city council, a license will be issued by the city clerk. Licenses are not transferable. The fee for the license will be paid to the city clerk at the time of filing on the application. The license fee may not be prorated. (Amended, Ord. No. 03-22, Ord. No. 13-01)

405.07. Sewer maintenance.

No person may engage in the business of placement, replacement, alteration or repair of a sewer or house drainage system without a license from the city council. The applicant must provide a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Application for a license is made to the city council and may be granted upon proof of the applicant's qualifications conditioned upon compliance with this chapter. The annual license fee is fixed by AppendixB. The license expires annually on December 31. Licenses are issued by the city clerk. Licenses are transferable from one person, firm or corporation to another person, firm or corporation. (Amended, Ord. No. 03-22, Ord. No. 13-01)

405.09. Excavators.

No person may fill, excavate, dig or grade the surface of the earth nor open any pits or excavated areas in the earth nor do any other acts which would raise or lower the grade of any land, if the same has an area of more than 1,000 square feet and a depth of more than 1 foot or will raise the grade more than 1 foot, without a license from the state. ~~Persons licensed as general contractors or movers and wreckers do not require an excavator's~~

license. The applicant must provide a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Application for a license is made to the city council and the license will be conditioned upon compliance with this chapter. The annual license fee is fixed by Appendix B. Licenses expire annually on December 31. Applications for licenses will be considered by the city council, and, if approved by the city council, a license will be issued by the city clerk. Licenses are not transferable. The annual license fee is paid to the city clerk at the time of filing the application. The license fee may not be prorated. (Amended, Ord. No. 03-22, Ord. No. 13-01)

405.11. Plastering, stucco, and lathing.

No person may engage in the business of plastering, stucco work, or any lathing work without a license from the city councilstate. Licenses will be issued only to individuals or contractors as provided by the applicable statutes of the state. Anyone not so licensed may nevertheless do plastering, stucco, and lathing work, which complies with the minimum standards established by this chapter on that person's homestead if the person first files with the inspector an affidavit to that effect. The applicant must provide a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Application for such license is made to the city council and such license will be granted by a majority vote of the council upon proof of the applicant's qualifications conditioned upon compliance with this chapter. The annual license fee is fixed by Appendix B. Licenses expire annually on December 31. Applications for licenses will be considered by the city council, and, if approved by the city council, a license will be issued by the city clerk. Licenses are not transferable. The annual license fee must be paid to the city clerk at the time of filing the application. License fees may not be prorated. (Amended, Ord. No. 03-22, Ord. No. 13-01)

405.13. Contracting.

No person may engage in the business of subcontracting the construction, alterations, or repair of any building without a license **from the state**. Licenses will be issued only to individuals or contractors as provided by the applicable statutes of the state of Minnesota. Application for a license is made to the city council and will be granted upon proof of the applicant's qualifications conditioned upon compliance with this chapter. The annual license fee is fixed by Appendix B. The contractor must provide a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Licenses expire annually on December 31. Licenses are issued by the city clerk. Licenses are not transferable. The annual license fee is paid to the city clerk at the time of filing the application. License fees may not be prorated. (Amended, Ord. No. 03-22, Ord. No. 13-01)

405.15. Masonry work.

No person may engage in the business of doing masonry work without a license from the city council ~~state~~. Licenses will be issued only to individuals or contractors as provided by the applicable statutes of the state of Minnesota. A person not so licensed may nevertheless do masonry work which complies with the minimum standards established by this chapter on the persons own homestead if the person first files with the building official an affidavit to that effect. The applicant must provide a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Application for the license is made to the city council and the license will be granted upon proof of the applicant's qualifications conditioned upon compliance with this chapter. The annual license fee is fixed by Appendix B. Licenses expire annually on December 31. Licenses are issued by the city clerk. Licenses are not transferable. The annual license fee is paid to the city clerk at the time of filing the application. License fees may not be prorated. (Amended, Ord. No. 03-22, Ord. No. 13-01)

405.17. Roofing license.

No person may engage in the business of roof surfacing, roof resurfacing, or any roofing work without a license from the city ~~state~~. Licenses are issued only to individuals or contractors as provided by the applicable statutes of the state of Minnesota. A person not so licensed may do roofing work which complies with the minimum standards established by this chapter on the person's own homestead if the person first files with the building official an affidavit showing that the person will perform the actual work in the homestead. The applicant must provide a certificate of insurance with the city with public liability insurance of not less than \$1,500,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Application for the license is made to the city council and the license will be granted upon proof of the applicant's qualifications conditioned upon compliance with this chapter. Licenses expire annually on December 31. Licenses are issued by the city clerk. The license fee must be paid to the city clerk at the time of filing the application. License fees may not be prorated. The license fee is fixed by Appendix B. Licenses are not transferable. (Amended, Ord. No. 03-22, Ord. No. 13-01)

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

City Code CHAPTER IV, Building, Housing and Construction Regulations, Section 405, Licensed Construction Activities is being amended so as to not require a city of Robbinsdale building construction license, if the state licenses such business or individuals per state statute.

First Reading: YEAS:
NAYS:
Second Reading: YEAS:
NAYS:

PASSED BY THE CITY COUNCIL THIS 6th DAY OF MAY 2025.

ATTEST:

Brad Sutton, Mayor

Chase Peterson-Etem, City Clerk

TO: Mayor and City Council

PREPARED BY: Heather Rand, Community Development Director

APPROVED BY: Tim Sandvik, City Manager

DATE: May 6, 2025

RE: First Reading, Ordinance Amending City Code Sign Ordinance (Chapter V, Planning and Land Use, Section 410 - Signs)

Background:

This is the first reading of a proposed ordinance that would amend Robbinsdale City Code Chapter V, Planning and Land Use Zoning code, Section 410 pertaining to sign regulations. This effort is part of a staff initiative to review city codes for clarity and for the purpose of keeping up with current land uses. Specifically, the proposed ordinance with code regulation amendments is focused on signs in residential zoning districts.

Analysis:

The purpose of the Robbinsdale city code sign regulations in Chapter V, Section 410 is to protect and preserve the integrity of residential areas, to reduce traffic and safety hazards, to promote an aesthetically pleasing environment, to promote equity in sign communication, and to otherwise implement the goals, objectives, and policies of the comprehensive municipal plan by the application of uniform regulations on exterior signage. It is not the intent of this section to impose content-based restrictions on signs within the city. Both city code and state law prohibit the city from prohibiting political election signs during local, state and national primary and general elections.

City code already contains language prohibiting large banner signs in residential zoned districts (R-1, R-2, R-3). There was some thought that this code language could be improved in its clarity. This ordinance attempts to do so. City staff are recommending changes to the sign code at this time to clearly prohibit banner signs in residential areas to better preserve the integrity and overall residential appeal of said districts. While religious organizations (churches, etc.) are currently zoned residential, and those types of use may from time to time wish to apply for a temporary, special use permit for a special event sign, the new language addresses this need.

For the purpose of limiting, but providing for some small signs in residential zoned neighborhoods, the new proposed code language allows for small, noncommercial portable style signs in residential districts since they do not create large adverse effects. The proposed new code language pertaining to small, portable signs places a cumulative square footage maximum of 15 square feet per parcel, and the height of such signs is limited to a 3-foot height maximum. Lastly, the number of small signs is limited to 3 non-commercial signs per residential property.

Finally, staff noticed that the existing city sign code is devoid of any mention of real estate signs which aren't in keeping up with current sign uses. As such, new language related to the placement, size, location and duration of real estate signs in residential zoned districts has been proposed to accommodate this type of temporary signage in residential neighborhoods. The Robbinsdale Planning Commission held a public hearing on April 17, 2025, to which no

members of the public provided additional input. The Planning Commission discussed the proposed code changes and voted 3-1 to recommend city council adoption (one commissioner absent).

Recommendation:

Staff recommend holding the first reading of the ordinance that would adopt changes to city code in Chapter V, Planning and Land Use, Section 410 - Signs, and lay approval of such ordinance over until a second reading and publication of such to be held later this month.

Attachments:

1. Ordinance Pertaining to City Code Signs in Residential
2. Public Hearing Notice

Member _____ moved and Member _____ seconded a motion that the following Ordinance, which was given its first reading on May 6, 2025, be given its second reading on this _____ day of June 2025 and that it be adopted.

ORDINANCE 25-

AN ORDINANCE AMENDING SECTION 410 PERTAINING TO SIGNS IN RESIDENTIAL ZONED DISTRICTS, CHAPTER V, PLANNING AND LAND USE

THE CITY COUNCIL OF THE CITY OF ROBBINSDALE DOES ORDAIN:

1) That Robbinsdale's city code Chapters V, be amended with the following language:

proposed new language shown bold and underlined, any proposed language to be removed has been strike through.

Section 410 – Signs

410.01. Title.

This section may be referred to as the Robbinsdale sign ordinance.

410.03. Purpose.

This section is adopted to protect and promote the public health, safety, and general welfare. It is the intent of this section to protect and preserve the integrity of residential areas, to reduce traffic and safety hazards, to promote an aesthetically pleasing environment, to promote equity in sign communication, and to otherwise implement the goals, objectives, and policies of the comprehensive municipal plan by the application of uniform regulations and exterior signage. It is not the intent of this section to impose content-based restrictions on signs within the city.

(Amended, Ord. No. 20-12)

410.05. Definitions.

Subdivision 1. For the purposes of this section the terms defined in this subsection have the meanings given to them. Where a question arises regarding the definition of a term not defined herein, the definition of the term has the meaning given by the zoning code. (Appendix A)

Subd. 2. "Advertising sign" means a sign that is used to advertise business, professions, uses, products, goods, or services (including entertainment) not related to the premises at which the sign is located.

Subd. 3. "District" means a zoning district established and defined by the zoning code.
(Amended, Ord. No. 20-12)

Subd. 4. "Enforcement officer" means an individual appointed by the city manager responsible for administering and enforcing this section.

Subd. 5. "Establishment" means any of the following:

- (a) A distinct business entity situated as the sole occupant of a single structure.
- (b) A distinct business entity, with a separate exterior entrance, located in a separate structure attached to other structures by common walls or facade, or attached by means of an enclosed arcade.
- (c) A distinct business entity contained within a multiple tenant structure, possessing a single, common entrance for all establishments, or

(d) A distinct business entity contained within a single structure, not separated by walls or other physical barriers, where the business entity is made distinct by its existence as a separate leasehold, by its operation by separate entrepreneurs, or by its singularity of purpose.

Subd. 6. "Exempt sign" means a sign that is designated as being exempt from requirements of 410.09 and described in 410.11. (Added, Ord. No. 20-12)

Subd. 7. "Flashing sign" means a sign illuminated by lights that are varied in intensity or color and that is capable of rapidly changing copy or images in intervals of less than one hour; the term does not include time and temperature or electronic message center signs governed by subsection [410.07](#). (Amended, Ord. No. 07-07)

Subd. 8. "Exterior sign" means a sign which is erected exterior to a structure. The term does not include signs erected interior to a structure in such a manner as to be visible from the exterior.

Subd. 9. "Free-standing sign" means a stationary or portable self-supporting sign.

Subd. 10. "Ground elevation" means the average curb elevation along the street frontage upon which a free-standing sign is to be erected, or a roof or wall sign is to face.

Subd. 11. Non-conforming sign means any of the following:

(a) Legal - means a sign lawfully in existence that does not conform with the provisions of this section; and

(b) Illegal - means a sign that does not conform to the provisions of this section.

Subd. 12. "Message center sign" means a sign that is remotely programmable to change copy or messages, and which is equal to less than one-half of the available wall or ground sign in which it is included, and which, in no case, is larger than 25 square feet. The sign may include letters or numbers, but it cannot create the effect of movement, or change messages in intervals of less than one hour except that public transit message center signs may change messages more frequently. Examples of message center signs include signs which display scheduled worship services, events in churches, gasoline prices or movie marquees information. A message center sign's light intensity shall be limited to one-foot-candle as measured anywhere on any abutting parcel or right-of-way. (Added, Ord. No. 07-07) (Amended, Ord. 14-08)

Subd. 13. "Off-site directional sign" means a sign directing visitors to a specific property but not located on the said property. (Added, Ord. No. 01-06)

Subd. 14. "Roof sign" means a sign mounted on a building roof. A sign mounted on a roof in such a manner that it extends more than one foot below eave height or the top of a parapet wall is both a roof sign and a wall sign for the purposes of applying the provisions of subsection [410.09](#). (Amended, Ord. No. 07-07)

Subd. 15. "Shingle sign" means a three-dimensional sign that projects from the front of a building façade over a sidewalk, but not over a street or alley. Generally, the sign is perpendicular to the plane of the building façade. (Added, Ord. No. 07-07)

Subd. 16. "Sign" means letters, words, symbols, poster, billboard, picture, device, reading matter, or representation in the nature of an advertisement, announcement, message, or visual communication whether painted, printed, posted, affixed, digital, video, constructed, or displayed for purposes of information or communication: the term includes structural supports, uprights, bracing, and framework and architectural or graphic features that are intrinsically associated with a particular product, good, service, business, firm, corporation, or profession. (Amended, Ord. No. 07-07)

Subd. 17. "Sign area" means the physical area of a sign constituted of the face upon which the advertisement is borne. In the case of signs constituted of individual figures, symbols, or

components attached directly to a building wall or other integral construction feature of a building, sign area is that area included in the smallest square or rectangular geometric figure that can be drawn to circumscribe the entire message or communication. The permitted sign area for a sign applies to the area of each individual face when a sign displays no more than two faces. When a sign displays more than two faces, the maximum area of each sign face may not exceed the amount determined by multiplying the stipulated sign area by two and dividing by the total number of sign faces proposed. (Amended, Ord. No. 07-07)

Subd. 18. "Sign face" means a separate planar or curved surface created by a sign upon which an advertisement is borne: when a sign is constituted of more than one planar surface bearing advertising, separate planar surfaces intersecting at greater than 160 degrees interior angle constitute a single face. (Amended, Ord. No. 07-07)

Subd. 19. "Teardrop banner" means a free-standing fabric banner attached to a ground mounted frame or pole that causes the banner to remain taut in the absence of wind. (Added, Ord. No. 16-11; Amended, Ord. No. 20-12)

Subd. 20. "Wall sign" means a sign that is affixed to the wall of a building, including signs attached to windows, doors, marquees, canopies, or parapet walls: a sign affixed to a wall in such a manner that it extends more than one foot above eave height or the top of a parapet wall is both a wall sign and a roof sign for the purposes of applying the provisions of section 410.09 of this section. (Amended, Ord. No. 07-07)

410.07. General provisions.

Subdivision 1. Permit required.

Except as provided in subsection [410.11](#) and 410.29, all exterior signs proposed to be erected in the city require a permit. The permit number and date of the permitted sign's erection must be prominently displayed on the sign structure. (Amended, Ord. No. 20-12)

Subd. 2. Construction.

A sign may not be attached to or supported by rocks, fences, trees, or utility poles. A sign may not be erected so as to interfere with utility wires or supports thereof. Signs must be constructed in conformance with the 1997 edition of the Uniform Sign Code promulgated by the International Conference of Building Officials which is adopted by reference. Electric signs must conform with the electrical code and require an electrical permit. (Amended, Ord. No. 07-07; Amended Ord. No. 20-12)

Subd. 3. Motion.

A sign may not display any moving parts. Signs, except barber poles, may not rotate. A sign may not be subject to visible movement from normal wind pressure.

Subd. 4. Illumination.

A sign may not be illuminated by flashing or intermittent lights. Electronically or electrically-controlled time and temperature signs and message centers that display changing copy by means of a lamp bank of relatively constant light intensity are exempt from this subdivision, however, such message center signs may not flash, blink, flicker or exhibit rapidly changing information, or create the effect of movement. Light from illuminated signs must be shielded to prevent direct reflection onto adjacent private property or a public right-of-way. A sign may not be illuminated in such a manner as to imitate an official traffic control device, nor may the intensity of illumination of a sign obstruct the visibility of an official traffic control device. Incandescent light bulbs utilized for illumination of signs are limited to a maximum of 20 watts per bulb when mounted on the exterior of a sign. Signs located on property abutting residential property, except time and temperature signs and public transit message center signs, may not be illuminated

between the hours of 11 o'clock p.m. and six o'clock a.m. The provisions of this subdivision apply to an interior sign visible from the exterior, the provisions of subsection [410.05](#), subdivision 8 notwithstanding. (Amended, Ord. No. 07-01, Ord. No. 14-08)

Subd. 5. Projection.

A wall sign may not project more than 18 inches from the surface to which it is affixed. A sign, except for wall signs possessing a maximum projection of 18 inches or affixed to a canopy or marquee, may not project over public right-of-way or a public or private access route (sidewalk, etc.). A sign that projects over public right-of-way or public or private access routes must be located a minimum of eight feet above surface grade. Shingle signs are exempt from this section. (Amended, Ord. No. 07-07)

Subd. 6. Height.

A wall sign may not exceed the building eave in height. A roof sign may not be erected the top of which measures more than 30 feet in height when measured from ground elevation. A free-standing sign may not exceed 30 feet in height when measured from ground elevation.

Subd. 7. Setback and placement.

Except for traffic control or traffic directional signs, signs in the B- 1, B-2, B-3, B-4, and B-W zoning districts must be located behind the required front building setback in the district in which the premises are located. Except for traffic control or traffic directional signs, signs in the R- 1, R-2, R-3, and R-B zoning districts must be located not closer than five feet from a property line. A wall sign possessing a maximum projection of 18 inches will not be considered as encroachment on any required setback. A free-standing sign may not be erected within 15 feet of a street intersection, as measured from the street surfaces. No sign, except that of a governmental agency, may be erected or placed in a public right-of- way without the approval of the city council. Signs may not be placed in such a manner as to create a hazard to public health or safety, nor may a sign by reason of its placement obstruct the visibility of any traffic control device. A sign may not be placed so as to prevent free egress from or access to any door, window, or fire escape. A sign may not be affixed to any stand pipe or fire escape or be placed so as to obscure emergency equipment or information (e.g. fire extinguishers, fire hoses, first aid kits, alarms, emergency procedures, etc.), or to obstruct a fire lane. (Amended, Ord. No. 20-12)

Subd. 8. Number of faces and sign area.

A single sign may display any number of faces. The permitted sign area applies to the area of each individual face when a sign displays no more than two faces. When a sign displays more than two faces, the maximum area of each sign face may not exceed the amount determined by multiplying the stipulated sign area by two and dividing by the total number of sign faces proposed; i.e., $a = 2x \div y$ where "a" represents the maximum area of an individual sign face, "x" represents the maximum permitted area of the sign, and "y" represents the total number of faces proposed for a given sign.

Subd. 9. Obscene material.

A sign may not display material determined to be obscene, as defined by law.

Subd. 10. Maintenance and repair.

Signs must be properly maintained and kept in a safe state of repair. Signs must be maintained free of peeling or chipping paint or rust. A sign structure that is determined to be rotted, deteriorated, defaced, or otherwise hazardous must be repaired or replaced by the owner of the sign upon written notification by the enforcement officer.

410.09. Zoning district provisions.

Subdivision 1. Residential districts.

Except as provided for in subsection [410.11](#) special provisions, signs ~~may not be~~ erected in the R-1, R-2, or R-3 residential zoning districts **must comply with the following:** (Amended, Ord. No. 07-07)

(a) **Type.**

Properties may only install noncommercial portable yard signs as regulated by clauses (b), (c) and (d).

(b) **Size.**

Properties have a 15 square foot cumulative maximum for signs.

(c) **Number.**

A property may be allowed to have a maximum of three signs in total.

(d) **Height.**

Signs may not exceed a height of three feet.

Subd. 2. Residential-business district.

Except as provided for in subsection [410.11](#) signs erected in the R-B residential district must comply with the following:

(a) **Type.**

An establishment may erect wall signs or freestanding signs, or combinations thereof as regulated by clauses (b) and (c). (Amended, Ord. No. 07-07)

(b) **Number.**

An establishment may erect any number of wall signs provided that the total area of all wall signs erected along any one building wall may not exceed the total permitted area established by clause (c). An establishment may also erect a maximum of one free-standing sign along each building wall. For the purposes of this section building walls lying upon the same planar surface or parallel planar surfaces facing the same direction are considered one wall; and building walls lying upon separate planar surfaces but intersecting at greater than 160 degrees interior angle are considered one wall. (Amended, Ord. No. 07-07)

(c) **Size.**

(1) The cumulative area of wall signs erected on one building wall may not exceed 25 square feet plus one square foot of area for each additional one foot that the required sign setback is exceeded, up to a maximum of 50 square feet of sign area.

(2) The maximum size of a free-standing sign is 25 square feet of sign area plus one square foot of sign area for each additional one foot that the building wall, or street frontage, if greater, along which the sign is erected exceeds 50 feet in length, up to a maximum of 50 square feet of sign area. (Amended, Ord. No. 07-07)

(3) The total area of all signs erected upon and along an individual building wall may not exceed 75 square feet. (Amended, Ord. No. 07-07)

Subd. 3. Business districts.

Except as provided for in subsection [410.11](#) signs erected in the B-1, B- 2, B-3, B-4, and B-W zoning districts must comply with the following:

(a) **Type.**

An establishment may erect wall signs or free-standing signs, or combinations thereof as regulated by clauses (b) and (c). (Amended, Ord. No. 07-07)

(b) **Number.**

An establishment may erect any number of wall signs provided that the total area of all wall signs does not exceed the total permitted area established by clause (c). An establishment may erect a maximum of one free-standing sign along each building wall. Building walls lying upon

the same planar surface or parallel planar surfaces facing the same direction are considered one wall; and building walls lying upon separate planar surfaces but intersecting at greater than 160 degrees interior angle are considered one wall. (Amended, Ord. No. 07-07)

(c) Size.

(1) The cumulative area of all wall signs erected on one building wall may not exceed 50 square feet plus one square foot of area for each additional one foot that the required sign set back is exceeded, up to a maximum of 100 square feet of sign area.

(2) The maximum size of a shingle sign is six square feet and there shall be a minimum of ten feet clearance between the sign and the sidewalk. (Amended, Ord. No. 07-07)

(3) The maximum size of a free-standing sign is 50 square feet of sign area plus one square foot of sign area for each additional one foot that the building wall, or street frontage if greater, along which the sign is erected exceeds 50 feet in length, up to a maximum of 100 square feet of sign area.

(4) The total area of all signs erected upon and along an individual building wall may not exceed 150 square feet.

410.11. Special provisions.

Subdivision 1. The signs described in this subsection are permitted in all zoning districts and are exempt from the provisions of Section 410.09. These signs remain subject to the specified restrictions noted in each subsection. (Amended, Ord. No. 20-12)

Subd. 2. Safety, warning, and hazard signs.

Signs required by the Minnesota Occupational Safety and Health Administration (OSHA), or its federal counterpart, are exempt signs. Such signs must conform to the size and placement standards established by OSHA, or if no standards have been adopted, then the sign shall conform to size and placement specifications of the enforcement officer. Such signs are not included in the maximum number of signs allowed under subsection [410.09](#). (Amended, Ord. No. 20-12)

Subd. 3. Signs of ten square feet or less in area provided that placement of such signs is limited to one such sign for each street frontage from which either a principal or service entrance to the building is provided. Such signs are not included in the maximum number of signs allowed under subsection [410.09](#). (Amended, Ord. No. 20-12)

Subd. 4. Signs located within buildings or interior common space within multiple tenant structures, except for window signs regulated elsewhere in this code. (Amended, Ord. No. 20-12)

Subd. 5. Signs which are integrally attached to or part of: (Amended, Ord. No. 20-12)

(1) Waste roll-offs, dumpsters, garbage cans, portable storage units or other similar equipment owned and maintained by a commercial business for the purpose of waste collection or temporary storage; and (Added, Ord. No. 20-12)

(2) Personal property or motor vehicles such as, but not limited to, passenger vehicles, snowmobiles, all-terrain vehicles, trucks, semi-tractors and trailers, recreational vehicles, fish houses, boats, boat lifts, and trailers; and (Added, Ord. No. 20-12)

(3) Construction materials or equipment; and (Added, Ord. No. 20-12)

(4) Provided that none of these signs include off-site advertising. (Added, Ord. No. 20-12)

Subd. 6. Signs which are affixed on city owned property, which have been approved by the city council or the city manager. Such sign may include signs affixed to ballpark fences by a sponsoring entity. (Amended, Ord. 05-01; Ord. 05-09; Ord. 10-14; Ord. No. 20-12)

Subd. 7. Signs which are affixed on property owned by a county, state or federal governmental body, or a public school district, unless specifically prohibited by this section. (Amended, Ord. No. 20-12)

Subd. 8. Signs required by law. (Amended, Ord. No. 20-12)

Subd. 9. Signs erected within a public right-of-way that are approved by the appropriate governmental agency with authority over the right-of-way. (Amended, Ord. No. 20-12)

Subd. 10. Historic plaques.

Historic plaques, building names or dates, placed by recognized historical agencies, provided such signs shall not be placed or maintained in the public right-of-way without City Council approval, shall not be illuminated, and shall not exceed ten (10) square feet in area. Such signs are exempt from the maximum number of signs allowed under subsection [410.09](#). (Amended, Ord. No. 20-12)

Subd. 11. **Commercial** Portable signs, pennants; temporary permits.

A **commercial** sign of a portable nature, pennant, teardrop banner or similar sign may not be erected in any zoning district, except by temporary permit issued by the building department as outlined in subsection [410.29](#). temporary permits are valid for a period not to exceed ten days. A temporary permit for a sign may not be renewed more than twice. Temporary permits for a **commercial** portable sign, pennant, teardrop banner, etc. may not be issued to the same premises for the same type of sign more than three times in any 12 month period. For the purpose of this subsection a renewal constitutes a separate permit and each separate sign represents a separate permit request. Teardrop banners are not allowed in the DD-1, DD-2 or other properties within the downtown architectural design guidelines overlay district. The signs are not included in the maximum number or maximum permitted sign area allowed under subsection [410.09](#), but such signs are otherwise subject to all restrictions applied under that subsection. A temporary permit application must include a site plan showing the proposed location of the sign and its proximity to property lines, sidewalks, driveways and other features as needed for review by staff. A temporary sign permit request may be denied by city staff if: (Amended, Ord. Nos. 90-18, Sec. 2; 09-10; 16-11; 20-12)

(a) The proposed location interferes with a visibility triangle as described in Section 510.25; (Amended, Ord. No. 16-11)

(b) The proposed sign occupies required parking or a fire lane; (Amended, Ord. No. 16-11)

(c) The proposed sign is located in public right-of-way; or (Amended, Ord. No. 16-11)

(d) Strong winds or other forces could bend the sign into an adjacent right-of-way. (Amended, Ord. No. 16-11)

Exceptions: A temporary sign of five square feet or less approved by the City Council for a period not exceeding ten days. Such signs may be placed on an off-site private or public location with the permission of the property owner or agency. This exemption does not apply to off-site advertising signs. (Added, Ord. No. 09-10; Amended, Ord. No. 20-12)

Subd. 12. Banners.

Banners may be displayed in any B, R-B or DD district or public right-of-way. **Banners are prohibited in all residential districts, excluding R-B. Permitted banners are allowed** subject to the following conditions: (Added, Ord. No. 09-10)

(a) A banner(s) may be displayed on up to 30 different days annually by administrative permit provided the banner is maintained in good repair, not faded or torn. The permit and permit application must include banner locations. Permitted banners shall be attached to building walls,

canopies or parapets. In no case may banners extend above a roof line. Permitted banners shall be no larger than 50 square feet. (Added, Ord. No. 09-10; Amended Ord. No. 20-12)

(b) Banners may be authorized by the City Council for a time period exceeding 30 days. (Added, Ord. No. 09-10)

(c) A banner may be displayed at an off-site location or right-of-way with approval by the ~~City Council~~ **City Manager** for a period not exceeding ten days provided: (Added, Ord. No. 09-10; Amended Ord. No. 20-12)

(1) The banners must be securely fastened to buildings, structures or fences in conformance with subdivision 13(a) of this code; (Added, Ord. No. 09-10)

(2) The banners must be individually approved for specific locations; (Added, Ord. No. 09-10)

(3) There may be no more than one banner per location; (Added, Ord. No. 09-10)

(4) Banners shall be no larger than 50 square feet; and (Added, Ord. No. 09-10)

(5) Off-premises advertising signs are not permitted. (Added, Ord. No. 20-12)

Subd. 13. Street spanning community event banners.

Community event banners may be displayed spanning the West Broadway public right-of-way between the south edge of 41st Avenue North and the north edge of 42nd Avenue North subject to the following conditions: (Added, Ord. No. 11-09)

(a) A banner promoting a noncommercial, community-wide event open to the general public may be displayed on a City-owned banner wire spanning West Broadway with approval by the City Council; and (Added, Ord. No. 11-09)

(b) Banners may only be authorized for City special events, City partnership events and "not for profit organizations" that are promoting a public event of substantial community-wide interest; and (Added, Ord. No. 11-09)

(c) All banners must conform to administrative guidelines prepared by the City Manager and adopted and amended by Council resolution including, but not limited to the following: (Added, Ord. No. 11-09)

(1) Application process;

(2) Banner material and size specifications;

(3) Design and content approval process;

(4) Scheduling and conflict resolution;

(5) Exceptions; and

(Added, Ord. No. 11-09)

(d) Cost/fees/procedures: (Added, Ord. No. 11-09)

(1) A banner application and banner policy and procedure form must be obtained from the City Clerk's office and completed by the party making the request and returned to the City Clerk's office no less than 30 days prior to the date requested to hang the banner; (Added, Ord. No. 11-09)

(2) A diagram showing the exact text and artwork for the banner must be included with the application; (Added, Ord. No. 11-09)

(3) The fee for the banner installation and any insurance requirement shall be set by Appendix B; (Added, Ord. No. 11-09)

(4) All approved banners must be delivered to the police/fire building by noon the Friday prior to the Monday hang date. Late fees shall be set by Appendix B. (Added, Ord. No. 11-09)

(5) Banners must be picked up from the police/fire building within seven days after the display week(s). The City assumes no responsibility for banners and any banners left more than one week may be discarded; and (Added, Ord. No. 11-09)

(e) City staff has the authority to refuse the placement of cross-street banners which, because of previous use, are in poor condition; and (Added, Ord. No. 11-09)

(f) City staff may remove any banner in the event that it becomes a danger to public safety, due to banner deterioration, storms, high winds, etc. (Added, Ord. No. 11-09)

(Deleted, Ord. No. 20-12)

Subd. 14. Real estate signs.

Real estate signs shall be regulated as follows:

(a) A real estate sign which does not exceed ten square feet in area and ten feet in height is exempt from the required yard restrictions aside from setback standards.

(b) A real estate sign may only be displayed on the property on which the sign is advertising the sale, lease, or rental of.

(c) A real estate sign may only be displayed until the advertised property is sold, leased or rented.

(d) A real estate sign may only be displayed on the property on which the sign is advertising the sale, lease, or rental of.

(e) Strong winds or other forces should not be able to bend the sign into an adjacent right-of-way.

410.13. Multiple tenant structures.

Subdivision 1. General rule.

Structures containing multiple tenants or establishments or structures connected to other structures must conform to the provisions of this subsection, in addition to the applicable district provisions contained in subsection [410.09](#).

Subd. 2. Structures with common entrance.

Establishments contained within a multiple tenant structure, for which a common exterior entrance for all tenants is provided, are collectively limited to the same types, numbers, and sizes of signs permitted for an establishment contained in a single tenant structure.

Subd. 3. Structures connected by common walls or facade.

Establishments contained within structures connected to other structures by means of common walls or a common facade but each possessing a separate exterior entrance, may display the same number, sizes, and types of signs that would be permitted for establishments contained within separate structures. In the case of establishments contained in shopping centers, each establishment may erect only wall signs and roof signs in conformance with the applicable district provisions. However, one free-standing sign to serve the entire center may be erected along each building wall of the shopping center. The maximum size of such free-standing sign is 50 square feet of sign area plus one square foot of sign area for each additional one foot that the building wall, or street frontage if greater, along which the sign is to be erected exceeds 50 feet in length, up to a maximum of 200 square feet of sign area. Establishments located in structures connected by common walls or a common facade shall only be permitted to have individual wall signs when all of the wall signs on the structure are consistent in design, materials and character. Individual wall signs may be placed on a sign raceway comprised of individual block letters or script, and may include a logo, located on a plane parallel to the sign raceway. Said letters and logo may be interior illuminated. Signs that do not conform to the above, must be compliant with a sign policy adopted for the shopping center that is approved by the City Council. In the case

where proposed signs do not conform with the aforementioned requirements, and if the shopping center does not have an integrated sign policy that has been approved by the City Council, then each establishment's sign must be approved by the City Council. For the purpose of this section a "shopping center" means a commercial area (i) planned and developed as an integrated whole with an undivided or unsegregated parking area serving the entire center, or (ii) advertised or promoted as a shopping center. (Amended, Ord. No. 12-06)

410.15. Public service facility signs.

Signs provided in conjunction with a public service facility are exempt from the requirements of section 410.09. Public service facilities include, but are not limited to, the provision of benches and trash receptacles for public use on public or private property. The provision of signs in conjunction with such public service facility requires the approval of the city council. The city council, in approving such signs, may stipulate conditions it deems necessary to insure consistency with the purpose and intent of this section. The city council may revoke the approval of such signs for cause. The total sign area of signs placed in conjunction with any individual public service facility may not exceed a total of 12 square feet. The signs are not included in the maximum number of signs allowed under subsection [410.09](#). (Amended, Ord. No. 07-07)

410.17. Off-site directional signs.

Off-site directional signs surrounded predominately by R-1 and R-2 zoned property may be permitted within the city. A maximum of two sites for the installation of such an off-site sign shall be permitted provided that the site is located in the public right-of-way, or on private property immediately adjacent to a collector, arterial, or minor arterial road. Each site may contain a single or double-faced sign. Double-faced signs means two signs placed back to back on a single pole. Approval of the proposed sign(s) and its/their location(s) must be obtained from the governing transportation jurisdiction or property owner and the city. Such sign(s) shall be designed and maintained per section 841.07. No sign permit shall be required. However, a fee will be charged for installation, review and approval. City approval shall include approval of a license pursuant to section 841 of the city code. No more than two off-site directional signs are allowed for any property. (Added, Ord. No. 01-06; Amended, Ord. No. 02-11; Ord. No. 07-07; Ord. No. 20-12)

410.19. Non-conforming uses.

A legal non-conforming use may display signs in conformance with the provisions for the most restrictive district in which the use may be permitted by the zoning code.

410.21. Discontinuance of uses.

Signs must be removed by the property owner within seven days of the discontinuance of the use, establishment, produce, or service. (Amended, Ord. No. 20-12)

410.23. Non-conforming signs.

Any premises determined to be non-conforming regarding the maximum number of signs permitted to be displayed, may erect no additional signs requiring a permit under subsection [410.07](#) unless it first reduces the existing total number of signs on the premises by an amount equal to the number of new signs proposed for erection. (Ed. note: All non-conforming signs were to have been made conforming by December 31, 1983 or the subject of a variance after that date.) (Amended, Ord. No. 20-12)

410.25. Expansion of non-conforming signs - special permit. (Added, Ord. No. 90-18, Sec. 1)

Subdivision 1. Permit.

Notwithstanding the provisions of subsections [410.15](#) and 410.23, the city council may issue a special permit to permit the expansion of a non-conforming sign if it finds any of the following requirements have been satisfied: (Amended, Ord. No. 07-07)

(a) The sign for which the special permit is requested is non-conforming by reason of subsection [410.15](#). (Amended, Ord. No. 07-07)

(b) At the time the sign was made non-conforming it was located upon property which was then zoned community business district B-4. (Amended, Ord. No. 07-07)

(c) The proposed expansion involves only the addition of one additional sign face to the back of the existing sign. (Amended, Ord. No. 07-07)

(d) The additional sign structure shall be no larger in any dimension than the existing sign structure, and shall not extend beyond the rectangular sign face of either sign. (Amended, Ord. No. 07-07)

(e) The additional sign shall be located parallel to the existing sign and each sign shall substantially shield the back of the other from public view; or

(f) The additional sign will not be detrimental to the public health, safety or welfare, nor will it detract from the general aesthetic appearance of the area.

Subd. 2. Permit fee.

Fees are set by Appendix B.

Subd. 3. Conditions.

The city council may place conditions upon the permit which it deems to be appropriate under the circumstances.

Subd. 4. Effect of special permit on non-conformity.

The special permit is intended only to permit the expansion of a legal non-conforming sign. Following issuance of the special permit, the existing sign and its expansion will be deemed lawful. (Amended Ord. No. 20-12)

Subd. 5. Other permits and licenses.

The special permit is in addition to all other permits, licenses and approvals required under this code for the erection of signs. (Amended Ord. No. 20-12)

410.27. Building addresses.

Structures fronting upon a public or private right-of-way must at all times conspicuously display the address number of the subject premises. If the structure also abuts an alley, building numbers must also be attached in a conspicuous location to the alley side of the structure. If a garage or similar accessory building obstructs the view of the main structure from the alley, the building numbers for the structure must be placed in a conspicuous location on the garage or accessory building. Address numbers are issued by the enforcement officer or upon the request of the owner of the subject premises. No address number may be changed except upon the order or approval of the enforcement officer. Upon notification of a change in address number for a structure, the owner thereof must immediately replace the posted address number with the correct new number. The enforcement officer must maintain a permanent, public record of all issued address numbers. Address numbers must measure a minimum of four inches in height and may not exceed one foot in height. When address numbers are proposed to exceed one foot in height, the address numbers are considered as an exterior sign subject to applicable regulations of this section. For address numbers measuring less than one foot in height no sign permit is required. (Amended Ord. No. 20-12)

410.29. Sign permits.

Subdivision 1. **Commercial P**portable signs, pennants, and banners require a temporary permit as provided in subsection [410.11](#), subdivision 12. (Amended, Ord. No. 90-18, Sec. 3; Deleted, Ord. No. 20-12)

The owner of a sign may change the display surface or sign face on a previously approved and erected sign or complete replacement of a sign when such change or replacement would be consistent with a previously issued sign permit or a sign considered to be a legal nonconformity and would not require compliance with applicable building codes, unless such sign has been deemed abandoned. (Added, Ord. No. 20-12)

Subd. 2. Application.

Application for a regular sign permit, special sign permit, or temporary sign permit is made to the enforcement officer upon an approved application form, accompanied by required supporting information and fees. (Amended, Ord. No. 90-18, Sec. 3)

Subd. 3. Fees.

Fees are set by Appendix B.

410.31. Sign hanger license.

Subdivision 1. License required.

A person engaged in the business or occupation of sign hanging or repair may not install, reconstruct, alter, repair, or remove an exterior sign requiring a permit without first having obtained a license.

Subd. 2. License application.

Application for a sign hanger's license is filed with the city clerk upon an approved application form, accompanied by required supporting information and fees.

Subd. 3. License validity.

Sign hanger licenses expire annually on December 31. Licenses will not be issued to a minor. Licenses are not transferable.

Subd. 4. License fee.

The annual fee for a sign hanger's license is fixed by Appendix B. A license application will not be accepted nor a license issued unless the fee is paid. The license fee may not be prorated.

Subd. 5. Insurance required.

The applicant must provide a certificate of insurance with the city with public liability insurance of not less than \$1,000,000 combined single limit issued by an insurance company authorized to do business in the state of Minnesota. Application for the license is made to the city council and the license will be granted upon proof of the applicant's qualifications conditioned upon compliance with this chapter. The annual license fee is fixed by Appendix B. Licenses expire annually on December 31. Licenses are issued by the city clerk. Licenses are not transferable. The annual license fee is paid to the city clerk at the time of filing the application. License fees may not be prorated. (Amended, Ord. No. 03-22)

410.33. Variances, amendments, appeals.

Variances from the literal provisions of this section and appeals from administrative decisions made under this section are made pursuant to the provisions of section 535 of the zoning code (Appendix A to this code) except that amendments are approved by a majority vote of the city council.

410.35. Miscellaneous provisions.

Subdivision 1. Substitution Clause.

The owner of any sign which is otherwise allowed by this section may substitute noncommercial copy in lieu of any other noncommercial or commercial copy. This substitution

of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over noncommercial speech, or favoring of any particular noncommercial message over any other noncommercial message. This provision prevails over any more specific provision to the contrary. (Added, Ord. No. 20-12)

Subd. 2. Process and enforcement.

(a) Administration: Provisions of this section shall be administered and enforced by the city manager. Their duties shall include: (Added, Ord. No. 20-12)

(1) Determining whether all sign permit applications comply with the terms of this section. (Added, Ord. No. 20-12)

(2) Conducting site inspections to determine compliance with the terms of this inspection. (Added, Ord. No. 20-12)

(b) Unlawful signs.

Signs placed upon public property, or within the public right-of-way, or in violation of the terms of this section, shall be immediately determined to be abandoned under this section. Abandoned signs shall be subject to removal by the city. Upon removal, the city manager, or their designee, shall mark the date of removal of the sign and hold it for 30 days at the city's offices. The owner of the sign may collect the sign from the city's offices at any point during that time. If the sign is not retrieved within 30 days, the city may destroy the sign. (Added, Ord. No. 20-12)

(c) Violations.

(1) Violations; separate offence.

Each day that the violation continues shall constitute a separate offense. Violations of this ordinance shall be deemed a misdemeanor and subject to legal action including, but not limited to, Administrative Penalties as described in Section 117 of the city code. (Added, Ord. No. 20-12)

410.37. Severability.

The provisions of this section are severable from one another. If any section, subsection, sentence, clause, or phrase of this section is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this section. The city council hereby declares that it would have adopted each section, subsection, sentence, or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases were to be declared invalid. (Added, Ord. No. 20-12)

410.39. Elections.

All non-commercial signs of any size may be posted in any number from 46 days before the state primary in a state general election year until ten days following general election, and 13 weeks prior to any special election until ten days following the special election, consistent with Minnesota Statutes, section 211B.045. Sign installation shall comply with the Fair Campaign Practices Act contained in Minnesota Statutes, chapter 211B. (Added, Ord. No. 20-12)

First Reading:

YEAS:

NAYS:

Second Reading:

YEAS:

NAYS:

PASSED BY THE CITY COUNCIL THIS ____ DAY OF JUNE 2025.

Brad Sutton, Mayor

ATTEST:

Chase Peterson-Etem, City Clerk

City of Robbinsdale

Public Hearing Notice

NOTICE IS HEREBY GIVEN that there will be a meeting of the Planning Commission of the City of Robbinsdale, Minnesota on **Thursday, April 17th, 2025, at 7:00 p.m.** for consideration of a Zoning Text Amendment to alter the city codes sign ordinances. The meeting will be held in the City Council Chambers at Robbinsdale City Hall, 4100 Lakeview Ave. N, Robbinsdale MN 55422.

Any and all persons desiring to be heard shall be given an opportunity at the above stated time. Residents seeking further information on the public hearing should contact Assistant Planner Will Bucheger at 763-531-1269 or wbucheger@robbinsdalemn.gov.

By: Will Bucheger, Assistant Planner



TO: Mayor and City Council
PREPARED BY: Chase Peterson-Etem, City Clerk/Assistant to City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: May 6, 2025
RE: Voucher Requests Pending Approval for Disbursement

Background:

The check register dated 5/6/25 reflects the voucher requests pending approval for disbursement.

The check register dated 4/16/25 through 5/6/25 is a list of vouchers requiring payment for city funds, Deputy Registrar, liquor, and miscellaneous purchases. The payments are required prior to the next Council meeting.

Analysis:

None

Recommendation:

By motion, approve disbursement requests for the period ending 5/6/2025.

Attachments:

None