

AGENDA



1. Call to Order - 6:00 p.m.

The City Council requests that attendees turn off cell phones and pagers during the meeting. A copy of the full City Council packet is available to the public. The packet ring binder is located at the podium.

2. Miscellaneous

3. Discussion of Work Session Agenda Item as Time Permits

4. Adjourn

**CITY COUNCIL
MEETING**

City Hall Council Chambers
September 10, 2018

AGENDA



1. Informal Open Forum with City Council - 6:45 p.m.

Provides an opportunity for the public to address the Council on items which are not on the agenda. Open Forum will be limited to 15 minutes, it is not televised, and it may not be used to make personal attacks, to air personality grievances, to make political endorsements, or for political campaign purposes. Council Members will not enter into a dialogue with citizens. Questions from the Council will be for clarification only. Open Forum will not be used as a time for problem solving or reacting to the comments made but, rather, for hearing the citizen for informational purposes only.

2. Invocation - 7 p.m.

3. Call to Order Regular Business Meeting

The City Council requests that attendees turn off cell phones and pagers during the meeting. A copy of the full City Council packet is available to the public. The packet ring binder is located at the podium.

4. Roll Call

5. Pledge of Allegiance

6. Approval of Agenda and Consent Agenda

The following items are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the consent agenda and considered at the end of Council Consideration Items.

a. Approval of Minutes

- It is recommended that the City Council consider approval of the minutes for:

- August 16, 2018 - Joint Work Session with Planning Commission
- August 20, 2018 - Joint Work Session with Financial Commission
- August 27, 2018 - Study Session
- August 27, 2018 - Regular Session
- August 27, 2018 - City Council/EDA Work Session

b. Approval of Licenses

- It is recommended that the City Council considers approval of the following licenses.

c. Amendments to the Rental Licensing Ordinance and Rental License Category Criteria Policy

It is recommended that the City Council move to approve the first reading of the amendment to the Rental Licensing Ordinance, set the second reading and Public Hearing for October 8, 2018, and approve the amended rental license category criteria policy.

- d. Resolution Approving Public Works Joint Powers Mutual Aid Agreement
- It is recommended that the City Council approve a resolution approving a Public Works Joint Powers Mutual Aid Agreement
- e. Resolution Declaring Public Nuisance and Ordering the Removal Dead Tree
- It is recommended that the City Council declare a public nuisance and order the removal of dead trees for certain properties as listed in the resolution.

7. Presentations/Proclamations/Recognitions/Donations

8. Public Hearings

- a. Resolutions Certifying Special Assessments for Administrative Fines/Citations
- Motion to open Public Hearing for special assessments of administrative fines/citations.
- Motion to close Public Hearing for special assessments of administrative fines/citations.
- Motion to approve the attached resolutions certifying special assessments for administrative fines/citations.
- b. Resolution Certifying Special Assessments for Delinquent Public Utility Service Accounts to the Hennepin County Property Tax Rolls
- Motion to Approve

9. Planning Commission Items

- a. Resolutions Approving Planning Commission Application No. 2018-014, Requesting Preliminary and Final Plat Approval and Site And Building Plan Approval for 7256 Unity Avenue North
- It is recommended that the City Council approve the resolutions regarding the disposition of Planning Commission Application No. 2018-014, for a Preliminary and Final Plat and Site and Building Plan approval, based on the submitted plans, findings of fact, and the subject to the conditions outlined in the Planning Commission Staff Report dated August 30, 2018.

10. Council Consideration Items

- a. Resolution Temporarily Suspending the Issuance of New Licenses for Sale of Tobacco or Tobacco Related Products
- The City Council consider and approve the resolution temporarily suspending the issuance of new licenses for tobacco or tobacco related products
- b. Resolution Approving a Type IV - 6 Month Provisional License for 6501 Brooklyn Drive
- Motion to approve a resolution approving a Type IV - 6 Month Rental License for 6501 Brooklyn Drive

11. Council Report

12. Adjournment

COUNCIL ITEM MEMORANDUM

DATE: 9/10/2018

TO: Curt Boganey, City Manager

THROUGH: Reggie Edwards, Deputy City Manager

FROM: Barb Suciu, City Clerk

SUBJECT: Approval of Minutes

Requested Council Action:

- It is recommended that the City Council consider approval of the minutes for:

- August 16, 2018 - Joint Work Session with Planning Commission
- August 20, 2018 - Joint Work Session with Financial Commission
- August 27, 2018 - Study Session
- August 27, 2018 - Regular Session
- August 27, 2018 - City Council/EDA Work Session

Background:

Strategic Priorities and Values:

Operational Excellence

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF BROOKLYN CENTER IN THE COUNTY
OF HENNEPIN AND THE STATE OF MINNESOTA

JOINT WORK SESSION WITH PLANNING COMMISSION
AUGUST 16, 2018
CITY HALL – COUNCIL CHAMBERS

1. CALL TO ORDER

The Brooklyn Center City Council met in Joint Work Session with the Planning Commission and the session was called to order by Mayor Tim Willson at 7:01 p.m.

2. ROLL CALL

Mayor Tim Willson and Councilmembers Marquita Butler (arrived at 7:09 p.m.), April Graves, Kris Lawrence-Anderson, and Dan Ryan. Also present were City Manager Curt Boganey, Deputy City Manager Reggie Edwards, Community Development Director Meg Beekman, Planner and Zoning Administrator Ginny McIntosh, and Selina Pesta, TimeSaver Off Site Secretarial, Inc.

Others present were Planning Commission Chair Randall Christensen, Commissioners Stephen Schonning and Susan Tade. Planning Commissioners Alexander Koenig, Jack MacMillan, and Rochelle Sweeney and were absent and excused. Planning Commissioner Abraham Rizvi was absent and unexcused.

ATTENDANCE AT PLANNING COMMISSION MEETINGS

Mayor Willson commented on the importance of attendance at Planning Commission meetings.

3. INVITATION TO ULI'S NAVIGATING YOUR COMPETITIVE FUTURE WORKSHOP

Mayor Willson opened the agenda item by expressing the importance of ULI's Navigating Your Competitive Future Workshop.

Councilmember Butler arrived at 7:09 p.m.

Community Development Director Meg Beekman, stated that the workshop will be held in Council Chambers or on the first floor of City Hall, depending on the number of attendees. Ms. Beekman stated that the Council could invite the Planning, Housing, and Financial Commissions to attend as well. ULI will put together a panel that is customized to the community and will have developers, real estate, finance and banking agents present to explain regional market trends and how those trends can impact the community.

Ms. Beekman continued that this workshop will take place on September 24, 2018, and that the start time is flexible. ULI could shorten the introduction and discussion portion allowing for a 4:30 p.m. start time, ending at 6:30 p.m. Ms. Beekman also made note that food could be available if requested.

Commissioner Tade asked if this is a public event. Ms. Beekman stated this is a public workshop, but no more than 25 participants were recommended by ULI due to time limitation.

It was agreed by the City Council and Planning Commission that the start time should be 4:30 p.m. so as not to shorten the workshop, that a light meal would be preferred.

4. JOINT PLANNING COMMISSION AND CITY COUNCIL 2040 COMPREHENSIVE PLAN DISCUSSION

Ms. Beekman thanked the City Council and Planning Commission for their attendance and opened with an update regarding the 2040 Comprehensive Plan. Ms. Beekman described where they are at in the process of the Plan update and reminded the Council and Commission of the Metropolitan Council requirements and what items need to be incorporated in the draft. Ms. Beekman noted that the Council and Commission will specifically be analyzing the Land Use and Redevelopment chapter, go over what is different from the 2030 Plan, speak about the relationship between land use and zoning, and implications and alternations that will be needed.

Ms. Beekman continued to speak about utilizing a SWOT Analysis and addressed the clear themes that came out of the analyzes with Jennifer Haskamp, Swanson Haskamp Consultants (SHC). Items that stood out were identifying strategic priorities and goals, looking at changes in households, demographic changes, and changes that may come up in the next twenty-years. Ms. Beekman gave update that they are currently on Plan Development piece number four. After piece four is finished, the draft will be completed and brought to the Planning Commission. Ms. Beekman continued by stating the Planning Commission will bring recommendations to City Council; City Council would then release the Draft 2040 Comprehensive Plan for public comment and review for six months. After the six month review period, the Planning Commission would then hold a public hearing, and finally the City Council would be asked to approve the final Plan and submit to the Metropolitan Council for approval. This would be expected around late-April or early-May.

Ms. Beekman presented an overview of chapters that are still being analyzed. Those chapters are 1, 6, 7 and 8, leaving chapters 2, 3 and 5 completed.

Ms. Beekman then presented the 2040 new requirements:

- Plan to add approximately 2,250 new households by 2040.
- Areas planned for redeveloped.
- New housing areas need to average a minimum of ten dwelling units per acre.
- Areas with planned transit are required to plan for higher densities (C-Line/BRT planned opening in 2019).
- Employment is forecasted to increase. Look at this with redevelopment (estimated 1,700 new jobs by 2040).

- The need to plan for affordability in housing.
- MRCCA Plan more robust and more in depth.

Mayor Willson made note that the City has new land to work on developing more housing. He stated this is a great thing to see in the community.

Councilmember Ryan asked about the current number of homes in Brooklyn Center. Ms. Beekman referenced pages three in the draft and graph with a forecast of single-family and multi-family homes.

Councilmember Graves asked where transportation is located in the plan. Ms. Beekman addressed this by explaining how they will look at roadways and intersections that are no longer correctly functioning, regional road systems, and incorporating the City's population that use those systems. Ms. Beekman stated the plan is to also organize the City's land use around transit and begin to have conversations with Metro Transit to keep communication open.

Ms. Beekman asked the Council and Commission what roadways could see benefit.

Mayor Willson pointed out Highway 252 has problems and addressed the C-Line, D-Line, and Blueline (Light Rail). Mayor Willson also made note that the City's transit system is in the middle of a redevelopment area.

Chair Christensen asked what type of affordable housing the Metropolitan Council would like developed.

Jennifer Haskamp, Swanson Haskamp Consultants (SHC), stated that the Metropolitan Council cannot force the City to build affordable housing, but instead says the City should have enough acres with a density that could potentially hold affordable housing.

City Manager Curt Boganey stated that greater housing density does not immediately result in affordable housing and that expensive high density luxury housing is being built around the metro area instead.

Mayor Willson made note that Minneapolis Mayor Frey is putting \$42 million dollars towards affordable housing.

Chair Christensen explained a graph that showed what is considered affordable in Brooklyn Center and what the Commission and Council should look at is new affordable housing, rather than just existing affordable housing.

Ms. Beekman described how roughly 90% of housing in the City is affordable due to market, and not because it is subsidized affordable housing, but that it's affordable because the buildings are aging. The goal that Ms. Beekman explained is to look at legally binding housing that is high quality and designed to be a modern, safe, clean, and affordable place to live.

Mayor Willson also brought up property tax in the City, noting 98% of the property tax is from affordable housing and the other 2% is on the high end. He addressed the concern that the City's property tax cannot continue to be under affordable housing for the next thirty years.

Councilmember Graves stated she understands the need to increase taxes but that the City can do what is necessary to meet the needs of the people living in the affordable homes.

Mayor Willson noted that while he is not opposed to looking at affordable housing, he would like to see more mixed-use buildings.

Chair Christensen stated when a building ages, its value goes down. He suggested mixing in higher-end housing with affordable housing to, over time, hit the market rate.

Councilmember Graves also pointed out that jobs could potentially lift people out of poverty, balancing ways to help tackle the issue with affordable housing.

With the following comments, Ms. Haskamp addressed what the Council and Commission are looking to improve on housing.

Councilmember Butler asked how the City is accounting for the aging population and their housing needs. Mayor Willson stated there is not enough housing for the seniors that would like to stay in Brooklyn Center and in twenty-years, what could this housing look like.

Ms. Haskamp agreed that aging "baby boomers" are looking for different housing. She stated that a lot of high-end housing is half seniors and half a younger population, and there is an increased desire to downsize. Ms. Haskamp stated that naturally, anything new will be in a higher market.

Ms. Haskamp went over Chapter 1- Vision, Goals and Strategies. She stated this is the first time City Council has received the whole chapter and with their comments, edits can be made.

Ms. Haskamp explained Chapter 3 highlights of land use and redevelopment:

- New updated approach to land use (existing and planned).
- Generalized to allow for greater flexibility and control.
- Requires commitment to updating and creating supportive zoning.

Ms. Haskamp also explained Chapter 5- Parks and Trails, and how this is not a new plan. Chapter 5 is an update to the 2030 Plan that will ensure parks and trails will be well maintained and meet the needs of the community. Ms. Haskamp continued by explaining the Mississippi River Critical Corridor Area Plan (MRCCA) and its place in the Appendix of the 2040 Plan. MRCCA will focus on public views and access to the river.

Ms. Haskamp addressed Land Use and Redevelopment by creating a land use pattern and getting to a 10,000 feet level when looking at one land use designation. Ms. Haskamp also explained the Residential Land Use map in Chapter 3, explaining where there is high density. She described types of residential areas on the map, how R1 and R2 are low-density residential areas (one- and two-family), R3 and R4 are medium density, and high density is shown as R5, R6 and R7. Other

non-residential areas included transit-oriented development (T1 and T2), neighborhood mixed use (N1 and N2), and commercial mixed-use (CM1 and CM2). Ms. Haskamp underscored that moving ahead with the future land use approach as it is proposed by this Land Use map. Would necessitate a significant revision to the City's zoning ordinance.

Ms. Haskamp indicated that having this type of map will attract more developers and benefit both the developer and the City. Ms. Haskamp explained the idea of this is to make developing a clear process and show developers this is what the City wants to be built.

Councilmember Graves asked about overlay. Ms. Haskamp responded by explaining Brooklyn Boulevard is the overlay because it's the most active corridor and the City has the ability to re-zone the neighborhood to mixed-use. Ms. Haskamp suggested starting with Brooklyn Boulevard when implementing design guidelines and setback requirements.

Ms. Beekman spoke about the importance of discussing what this transition will look like and how to guide redevelopment while incorporating into the overlay district. Ms. Beekman noted consideration of access to Brooklyn Boulevard and the County potentially getting curb cuts off the corridor.

Chair Christensen asked if what Ms. Beekman was speaking about is part of the Comp Plan. Ms. Beekman clarified that this would be part of the City's zoning update. This question also brought up site control through zoning described by Ms. Haskamp.

Ms. Haskamp showed examples of mixed-use buildings that the City could utilize for the overlay. An example shown as Vintage on Sibley in St. Paul on 3.8 acres with 210 units and 55 dwelling units per acre. Ms. Haskamp encouraged the City examples to build zoning ordinances.

Ms. Haskamp presented examples of how zoning districts could be written to fit within each land use category, as well as building, parking, and storage setbacks. She suggested the City highlight where setbacks can be found, giving developers less questions that needed to be asked.

Ms. Haskamp described the need for updating and creating new zoning districts to support the Land Use Plan, which can reduce frequencies of PUD's and CUP's. Ms. Beekman also recommended a newset PUD ordinance with regard to what is negotiable and what is not.

Mayor Willson stated that PUDs should be a last option. Ms. Haskamp agreed, stating the point of this would be for site control and asked for additional questions and comments.

Councilmember Graves stated this is the most clarity she has received regarding the 2040 Comprehensive Plan and the Zoning Code.

Mayor Willson agreed with Councilmember Graves' statement, noting the Plan sounds cleaner and easier to work with developers.

Commissioner Tade asked if these uses are standard through the Plan or if there are other categories that should be written in the Plan. Ms. Haskamp stated that the residential categories are fairly

standard throughout the region, but that the mixed use categories were crafted to respond to Brooklyn Center specifically, though the language used in them is standard language in many comprehensive plans.

Ms. Haskamp mentioned City Hall and the use of the land where City Hall is currently located.

Councilmember Ryan made note that this stretch of land would be ideal for high-end apartments.

Ms. Beekman also stated it seems reasonable for a more intense land use.

Ms. Haskamp suggested this could be a topic for the future and perhaps there is a more convenient area for City Hall.

Mr. Boganey stated the land use designation could change if this occurred and the purpose is to cast a vision for the future of properties. He stated that by speaking of moving City Hall, it is giving the community a signal that we don't like where City Hall is located.

Ms. Haskamp clarified this is an idea that could be used for discussion in the future and that the City is under no obligation to change the location.

5. ADJOURNMENT

Councilmember Lawrence-Anderson moved and Councilmember Ryan seconded adjournment of the Joint Work Session at 9:14 p.m.

Motion passed unanimously.

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF BROOKLYN CENTER IN THE COUNTY
OF HENNEPIN AND THE STATE OF MINNESOTA

JOINT WORK SESSION WITH FINANCIAL COMMISSION
AUGUST 20, 2018
CITY HALL - COUNCIL CHAMBERS

I. CALL TO ORDER

The Brooklyn Center City Council met in Joint Work Session with the Financial Commission and the session was called to order by Mayor Tim Willson at 6:30 p.m.

Mayor Tim Willson and Councilmembers Marquita Butler, Kris Lawrence-Anderson, and Dan Ryan. Also present: City Manager Curt Boganey, Deputy City Manager Reggie Edwards, Finance Director Nate Reinhardt, Fire Chief Jeremy Hulke, Police Chief Tim Gannon, Public Works Director Doran Cote, City Engineer Mike Albers, and Deputy City Clerk Rozlyn Tousignant. Councilmember April Graves was absent.

Others present were Financial Commissioners Teneshia Kragness, Abate Terefe, and Dean Van Der Werf.

Commissioners Tia Hedenland was absent and excused. Commissioners David Dwapu, and Jeffrey Dobbs were absent.

II. APPROVAL OF AGENDA

Councilmember Ryan moved and Councilmember Lawrence-Anderson seconded to approve the agenda.

Motion passed unanimously.

III. 2019 GENERAL FUND DEPARTMENT BUDGET REQUESTS

a. ADMINISTRATION

Mr. Edwards provided an overview of the Administration Department and the requested budget for 2019.

Mayor Willson clarified that the hiring initiative is not quota based. Mr. Edwards verified that the numbers presented are targets and not quotas for hiring.

Mayor Willson inquired about the number of Neighborhood Engagement Specialists as compared to the number of neighborhoods as identified by the Police Department's Neighborhood Watch program. Mr. Boganey responded that the City has five sectors identified by the Police Department, one being a business sector, leaving four residential sectors. Mr.

Boganey expanded that this is the City's first step towards expanding our capacity to engage the public directly.

Councilmember Ryan inquired about the e-Citizen system. Mr. Boganey verified that the e-Citizen program is still online.

Councilmember Lawrence-Anderson asked whether the CCX videos regarding the City of Brooklyn Center are uploaded to the City's website. Mr. Edwards confirmed that there is a video library online.

Councilmember Ryan commented that it may be useful for the Community Engagement Specialists to connect with the Police Sector Sergeants.

b. FIRE

Chief Hulke provided a presentation on the Fire Department, its mission statement, and the proposed budget request for 2019.

Mayor Willson inquired about the railroads bringing oil products through the City and the City's plans or resources to deal with any potential leaks. Mr. Hulke responded that the railroad tends to be very helpful in instances where leaks or equipment failures take place.

Councilmember Lawrence-Anderson asked about the increase in equipment funding requests. Mr. Hulke responded that the Fire Department combined several budget categories.

Mr. Boganey offered additional background on the turnover and recruitment for the Fire Department.

Councilmember Ryan inquired about the physical fitness requirements and whether that is hindering recruitment; Mr. Hulke responded that more than anything is the time commitment.

Commissioner Terefe inquired whether the City cooperates with other surrounding cities when needed. Mr. Hulke responded that the cities have a mutual aid agreement that is often utilized.

Mr. Boganey asked how many structure-fires the City has within a year; Mr. Hulke responded that the high-impact structure-fires, where all staff is needed to respond, occur approximately 10 instances per year.

c. POLICE

Chief Gannon provided a presentation on the Police Department, its mission statement, and the proposed budget request for 2019.

Mr. Boganey inquired about what might cause a body-worn camera not to record. Mr. Gannon responded that they have all been mechanical failures.

Commissioner Terefe inquired about the graphs and data presented and the peak in all crimes in 2008. Mr. Gannon responded that it occurred at the same time where the change in strategies to dealing with crimes was implemented. Mr. Boganey stated that the Hennepin County crime peaked before Brooklyn Center's crime peaked, and that one cause for that may have been some initiatives that the City of Minneapolis implemented may have pushed crimes out to the north.

Councilmember Butler inquired about the Body Worn Cameras (BWC) and purchasing additional ones. Mr. Gannon replied that the Police Department has a handful of spare BWCs; however, BWCs are needed for detectives and additional staff that may need to respond to calls.

Councilmember Lawrence-Anderson asked about conflict management and mediation and what a typical call for mediation by Officers might look like; Mr. Gannon responded that those are calls when an officer is sent out to mediate. Mr. Boganey also mentioned that the City helps fund the Community Mediation Services program and that staff will refer neighborhood disputes to the mediation service.

Councilmember Lawrence-Anderson also inquired about a budget request that may be for telephones. Mr. Gannon responded that the PD is looking into requesting smartphones for officers.

Councilmember Butler asked what the conferences and school request was for. Mr. Gannon responded that all the training for the Police Department is under one budget.

Councilmember Butler mentioned that when a squad car is seen unoccupied, it tends to be running. Mr. Gannon responded that the car is running but the keys are out; however, the cars remain running due to requirements to continue running the equipment inside the squad car.

Commissioner Terefe asked about drug overdoses and Narcan. Mr. Gannon responded that Brooklyn Center is one of the first cities to supply all first responders with Narcan.

Commissioner Van Der Werf inquired if there is a schedule for officers to patrol neighborhoods. Mr. Gannon responded that officers are assigned to different sectors within the City that they are responsible for during their shift; however, there are not designated streets to be patrolled at particular times.

Councilmember Ryan addressed the concerns of speeding and reckless driving. Mr. Gannon responded that traffic is prioritized when officers are not responding to calls. He continued to explain that the City does not have a dedicated traffic car. Mayor Willson inquired about a dedicated Traffic Officer and whether the City should look into a permanent position.

Councilmember Butler asked about the Transit Station and whether there are consistent issues or if it is just a perception problem. Mr. Gannon responded that it is a combination of perception and verified problems.

Councilmember Butler inquired about the impact the Median Safety Ordinance has had. Mr. Gannon responded that thus far it has been very successful. Mr. Gannon noted that the City has issued approximately eleven warning citations, and two hard tickets.

d. PUBLIC WORKS

Mr. Cote provided a presentation on the Public Works Department the proposed budget request for 2019.

Mayor Willson mentioned that the uniform item would work well with the City's desire for a uniform image.

Councilmember Ryan asked when the Brooklyn Boulevard project will start. Mr. Cote responded that construction will begin the following week.

Councilmember Lawrence-Anderson addressed the potholes on the private road along Wendy's and Bremer Bank. Mr. Boganey responded that Community Development Director Meg Beekman had previously identified the issue as a priority.

IV. FUTURE BUDGET DISCUSSIONS

- a. SEPTEMBER 17, 2018 – RECOMMENDED PRELIMINARY LEVY**
- b. SEPTEMBER 24, 2018 (REGULAR CITY COUNCIL MEETING) – CITY COUNCIL ADOPTS PRELIMINARY BUDGET**
- c. OCTOBER 15, 2018 – SPECIAL REVENUE/DEBT SERVICE/INTERNAL SERVICE FUNDS**

V. ADJOURNMENT

Councilmember Ryan moved and Councilmember Lawrence-Anderson seconded to adjourn the Work Session at 9:00 p.m.

Motion passed unanimously.

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF BROOKLYN CENTER IN THE COUNTY
OF HENNEPIN AND THE STATE OF MINNESOTA

STUDY/WORK SESSION
AUGUST 27, 2018
CITY HALL – COUNCIL CHAMBERS

CALL TO ORDER

The Brooklyn Center City Council met in Study/Work Session called to order by Mayor Tim Willson at 6:00 p.m.

ROLL CALL

Mayor Tim Willson and Councilmembers Marquita Butler, April Graves, and Dan Ryan were present. Councilmember Kris Lawrence-Anderson was absent and unexcused. Also present were City Manager Curt Boganey, Deputy City Manager Reggie Edwards, City Clerk Barbara Suci, Director of Public Works Doran Cote, Community Development Director Meg Beekman, Police Chief Tim Gannon, Attorney Troy Gilchrist, and Michaela Kujawa-Daniels, TimeSaver Off Site Secretarial, Inc.

CITY COUNCIL DISCUSSION OF AGENDA ITEMS AND QUESTIONS

None at this time.

MISCELLANEOUS

None at this time.

DISCUSSION OF WORK SESSION AGENDA ITEMS AS TIME PERMITS

T-21 ISSUE RESPONSE

Deputy City Manager Reggie Edwards provided background, purpose and presentation on this item. Mr. Edwards reviewed the key findings that the Brooklyn Youth Council found in their research on this topic. He noted some of the main reasons youth expressed they used tobacco were due to easy access, stress, and peer pressure.

This item reached conclusion during the Work Session later this evening.

ADJOURNMENT

Mayor Willson adjourned the Study/Work Session to Informal Open Forum at 6:45 p.m.

Motion passed unanimously.

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF BROOKLYN CENTER IN THE COUNTY
OF HENNEPIN AND THE STATE OF MINNESOTA

REGULAR SESSION
AUGUST 27, 2018
CITY HALL – COUNCIL CHAMBERS

1. INFORMAL OPEN FORUM WITH CITY COUNCIL

CALL TO ORDER INFORMAL OPEN FORUM

The Brooklyn Center City Council met in Informal Open Forum called to order by Mayor Tim Willson at 6:45 p.m.

ROLL CALL

Mayor Tim Willson and Councilmembers Marquita Butler, April Graves, and Dan Ryan were present. Councilmember Kris Lawrence-Anderson was absent and unexcused. Also present were City Manager Curt Boganey, Deputy City Manager Reggie Edwards, Director of Public Works Doran Cote, Community Development Director Meg Beekman, Police Chief Tim Gannon, City Attorney Troy Gilchrist, and Michaela Kujawa-Daniels, TimeSaver Off Site Secretarial, Inc.

Mayor Tim Willson opened the meeting for the purpose of Informal Open Forum.

Todd Henning, 1906 Brookview Drive, addressed the City Council regarding backyard chickens. He stated he just wants to keep the topic on everyone's mind and is looking forward to the discussion in September.

Hamza Hassan, 2406 Lyndale Avenue South, addressed the City Council regarding Victoria Townhomes. He stated the rental community has many issues and grievances regarding the management there. He stated they only ask for management to address concerns in a timely manner, be able to have one-on-one conversations with management, and have problems with the property addressed and corrected. He stated he has a petition signed by 17 residents asking for these changes to be made.

Anna Cooper, 3206 61st Avenue North, addressed the City Council regarding backyard chickens. She stated she is excited to see the topic on the agenda in September and looks forward to the discussion.

Ms. Dahdal, 6218 Camden Avenue N, addressed the City Council regarding the issue that there is a lot of traffic near her home on Camden Avenue. She thinks it would be beneficial to have some stop signs put in to help slow the traffic down.

Ephraim Olani, 3813 51st Avenue, addressed the City Council. He stated he wants to address the issue with the train that constantly runs along France Avenue.

Councilmember Ryan moved and Councilmember Butler seconded to close the Informal Open Forum at 6:54 p.m.

Motion passed unanimously.

2. INVOCATION

Councilmember Ryan read a quote by the late Senator John McCain as the Invocation.

3. CALL TO ORDER REGULAR BUSINESS MEETING

The Brooklyn Center City Council met in Regular Session called to order by Mayor Tim Willson at 7:00 p.m.

4. ROLL CALL

Mayor Tim Willson and Councilmembers Marquita Butler, April Graves, and Dan Ryan were present. Councilmember Kris Lawrence-Anderson was absent. Also present were City Manager Curt Boganey, Deputy City Manager Reggie Edwards, Director of Public Works Doran Cote, Community Development Director Meg Beekman, Police Chief Tim Gannon, City Attorney Troy Gilchrist, and Michaela Kujawa-Daniels, TimeSaver Off Site Secretarial, Inc.

5. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

6. APPROVAL OF AGENDA AND CONSENT AGENDA

Councilmember Graves moved and Councilmember Butler seconded to approve the Agenda and Consent Agenda, and the following consent items were approved

6a. APPROVAL OF MINUTES

1. August 8, 2018 City Council/Financial Commission Joint Work Session
2. August 13, 2018 Regular Session
3. August 13, 2018 City Council/EDA Work Session

6b. LICENSES

GARBAGE HAULER

Sanimax USA LLC

505 Hardman Ave S, South St. Paul

MECHANICAL CONTRACTOR

General Heating & Air Conditioning

J Dubs LLC

Matty V's Heating & Cooling

11081 Chaparral Ave, Shakopee

11703 River Hills Dr., Burnsville

1052 93rd Lane NW, Coon Rapids

TOBACCO RELATED PRODUCTS

Two Rivers Investment, Inc.

6840 Humboldt Avenue N, Brooklyn Center

RENTAL

INITIAL (TYPE III – one-year license)

Ewing Square

6220 France Avenue N

Juanita Pekay

INITIAL (TYPE II – two-year license)

Granite City Apartments

3407 65th Avenue N

4700 68th Avenue N

Chris D. Kohler

Chufeng Xiong

INITIAL (TYPE I – three-year license)

4307 66th Avenue N

1300 72nd Avenue N

RHA 3, LLC

Marinela and Scott Selseth

RENEWAL (TYPE III – one-year license)

7200 Dallas Road

5301 Logan Avenue N

Brian Natzel

MNSF II, LLC

(Missing 2 ARM meetings)

6443 Marlin Drive

Trevor Tjlmeland

(Missing cpted follow-up)

7006 Morgan Avenue N

Hesham Abdel Hakim

RENEWAL (TYPE II – two-year license)

6800 Dupont Avenue N

7024 Oliver Circle

7217 Unity Avenue N

Yi Lin/Khai Hong Lim Properties

Juliana Koe

Ghulam Pyarali

RENEWAL (TYPE I – three-year license)

5528 Humboldt Avenue N

Bruce Alan Goldberg

6c. RESOLUTION NO. 2018-153 ACCEPTING WORK PERFORMED AND AUTHORIZING FINAL PAYMENT, IMPROVEMENT PROJECT NO. 2016-17, CONTRACT 2016-K, CITY HALL, COMMUNITY CENTER AND PUBLIC WORKS PARKING LOT IMPROVEMENTS

6d. RESOLUTION NO. 2018-154 ACCEPTING WORK PERFORMED AND AUTHORIZING FINAL PAYMENT, PROJECT NO. 2018-07, 2018 POND MAINTENANCE

Motion passed unanimously.

7. PRESENTATIONS/PROCLAMATIONS/RECOGNITIONS/DONATIONS

7a. RESOLUTION NO. 2018-155 ACCEPTING AMERICAN LEGION POST NO. 630 AND SONS OF THE AMERICAN LEGION DONATIONS

Mayor Willson read in full a Resolution accepting American Legion Post No. 630 and Sons of the American Legion Donations.

Councilmember Ryan moved and Councilmember Graves seconded to adopt RESOLUTION NO. 2018-155 Accepting American Legion Post No. 630 and Sons of the American Legion Donations.

Motion passed unanimously.

8. PUBLIC HEARINGS

- None at this time.

9. PLANNING COMMISSION ITEMS

- None at this time.

10. COUNCIL CONSIDERATION ITEMS

10a. ORDINANCE AMENDING CHAPTER 27 OF CITY CODE OF ORDINANCES REGARDING PARKING

Chief Gannon introduced this item and provided a presentation. He stated this item was brought forward a few months ago and with fall quickly approaching, they are bringing this item forward again with hopes to get a consensus to move forward with this item before winter arrives.

Councilmember Ryan stated this is a common sense change due to the erratic weather in Minnesota. He stated they will need to do a large amount of communication to alert the City about this ordinance change.

Councilmember Graves stated she isn't against plowing the streets, but she is concerned that this is going to affect the lower income residents who have a lack of parking.

Councilmember Butler stated she agrees with the issues Councilmember Graves addressed, noting it is expensive when you get towed. She stated she does feel we need to look at communication of the ordinances and see what can be done to minimize the impact.

Councilmember Ryan moved and Councilmember Butler seconded to move forward with first reading of an Ordinance Amending Chapter 27 of City Code of Ordinances Regarding Parking.

Councilmember Graves voted against the same. Motion passed.

10b. TYPE IV 6-MONTH PROVISIONAL RENTAL LICENSE FOR 5308 LILAC DRIVE

10c. TYPE IV 6-MONTH PROVISIONAL RENTAL LICENSE FOR 6835 COLFAX AVENUE NORTH

Mayor Willson explained the streamlined process that will now be used to consider Type IV 6-Month Provisional Rental Licenses.

Mayor Willson polled the audience and asked whether anyone was in attendance to provide testimony on any of the rental licenses as listed on tonight's meeting agenda. Seeing no one coming forward, Mayor Willson called for a motion on Agenda Items 10b through 10c.

Councilmember Ryan moved and Councilmember Butler seconded to approve the issuance of a Type IV six-month provisional rental license and mitigation plan for the following: 5308 Lilac Drive; and, 6835 Colfax Avenue North, with the requirement that the mitigation plans and all applicable ordinances must be strictly adhered to before renewal licenses would be considered.

Motion passed unanimously.

11. COUNCIL REPORT

Councilmember Ryan reported on his attendance at the following and provided information on the following upcoming events:

- August 16, 2018: Joint Work Session with Planning Commission
- August 20, 2018: Joint Work Session with Financial Commission
- August 22, 2018: Community Meeting Brooklyn Blvd Reconstruction - Phase 1

Councilmember Graves reported on her attendance at the following and provided information on the following upcoming events:

- August 14, 2018: City Manager and Community Development Director Meeting
- August 16, 2018: Joint Work Session with Planning Commission
- August 17, 2018: Interviewed on African Roots Connection show on KMOJ

Councilmember Butler reported on her attendance at the following and provided information on the following upcoming events:

- August 16, 2018: Joint Work Session with Planning Commission
- August 20, 2018: Joint Work Session with Financial Commission
- August 21, 2018: Housing Commission Meeting

Mayor Willson reported on his attendance at the following and provided information on the following upcoming events:

- August 14, 2018: Rotary Lunch
- August 15, 2018: Brooklyn Bridge Alliance Youth Committee Meeting
- August 15, 2018: Safety Camp Graduation with Police Chief Gannon
- August 16, 2018: Planning and Zoning Commission Meeting

- August 20, 2018: Joint Work Session with Financial Commission
- August 21, 2018: Rotary Lunch
- August 24, 2018: Meeting with City Manager

12. ADJOURNMENT

Councilmember Graves moved and Councilmember Butler seconded adjournment of the City Council meeting at 7:30 p.m.

Motion passed unanimously.

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL/ECONOMIC
DEVELOPMENT AUTHORITY OF THE CITY OF BROOKLYN CENTER
IN THE COUNTY OF HENNEPIN AND
THE STATE OF MINNESOTA

WORK SESSION
AUGUST 27, 2018
CITY HALL – COUNCIL CHAMBERS

CALL TO ORDER

The Brooklyn Center City Council/Economic Development Authority (EDA) met in Work Session called to order by Mayor/President Tim Willson at 7:31p.m.

ROLL CALL

Mayor/President Tim Willson and Councilmembers/Commissioners Marquita Butler, April Graves, and Dan Ryan were present. Councilmember/Commissioner Kris Lawrence-Anderson was absent and unexcused. Also present were City Manager Curt Boganey, Deputy City Manager Reggie Edwards, Community Development Director Meg Beekman, Police Chief Tim Gannon, City Attorney Troy Gilchrist, and Michaela Kujawa-Daniels, TimeSaver Off Site Secretarial, Inc.

T-21 ISSUE RESPONSE

Deputy City Manager Reggie Edwards addressed the questions from the Council/EDA.

Mayor/President Willson asked if underage people will be cited for attempting to make a purchase, will they also then cite the underage folks who are caught actually in possession of tobacco. Mr. Edwards stated that is something they can define as they move forward with amending the ordinance.

City Attorney Troy Gilchrist stated there is current language that criminalizes possession and sale under state statutes so they will need to look at how to handle it if they move forward with this ordinance. He noted if other surrounding cities are selling tobacco items that Brooklyn Center decides to prohibit to people ages 18 and older, then it will be hard to regulate a possession citation.

Mayor Willson asked if the ordinance was amended, what happens with the tobacco license by an existing business, if that business was sold. It was confirmed the license would stay with the property.

Councilmember/Commissioner Graves stated she liked the idea of partnering with schools and youth councils to address peer pressure and stress to help the kids so it addresses the root problems according to the youth council research for tobacco use among youth. She stated she is in favor of not allowing purchasing of vaping products in fruity or menthol flavors because those

seem more popular with kids. She noted this is going to be more effective if the State as a whole goes to 21 and older.

Councilmember/Commissioner Ryan stated he agrees to limiting flavors to tobacco only shops. He stated he would like to see this topic addressed with the schools as well. He stated he thinks the mini cigar prices should be raised and would like to see them not be able to use coupons for these items all together.

City Attorney Gilchrist stated the cities have been trying to address this issue and have started by saying that after coupons or deals the minimum price they sell these items for cannot be less than the price the city sets.

Recommendation #1 - Restrict the sale of flavored tobacco products to tobacco shops that restrict minors: has no consensus to move forward, the decision was unanimous.

Councilmember/Commissioner Graves stated she sees limiting coupons for regular tobacco products as a way of making lower income people pay more for their addictions and she isn't in favor of that. Councilmember/Commissioner Butler stated she agrees and thinks that kids aren't using coupons anyhow for these products in most cases.

Recommendation #2 - Increase the cost of tobacco products: had no majority consensus to move forward as Mayor/President Willson and Councilmember/Commissioner Ryan were in favor of moving forward with this item; however, Councilmembers/Commissioners Butler and Graves were not.

Recommendation #3 – Restrict the proximity of new tobacco retailers to within 1,000 feet of schools, parks, community centers, and libraries: had no consensus to move forward, the decision was unanimous.

Recommendation #4 – Reduce the number of tobacco retailers to 15 retail stores and #5 – Raise minimum legal sales age to 21: had consensus to move forward, the decision was unanimous.

Councilmember/Commissioner Graves stated she would like to see some deterrents in place so they can keep youth out of the justice system.

Mayor/President Willson stated once this comes back to the City Council/EDA, they can discuss the penalties at that time.

City Attorney Gilchrist noted State laws are on the same page with Councilmember/Commissioner Graves regarding minors and trying to keep them from getting a record, which is why currently it is a petty misdemeanor or a misdemeanor for that same reason.

Recommendation #6 – (A) Partner with the schools in Brooklyn Center, Hennepin County and the Youth Council to develop and fund a program to address peer pressure and stress; (B) Establish continued city/local research and benchmarking for behavior trends and changes of behavior of the use of tobacco by youth; (C) Partnering with other cities to seek statewide

legislation to raise age to limit of sell of tobacco products from 18 to 21: had consensus to move forward, the decision was unanimous.

The City Council/EDA stated they would like to move forward with add-on Option A; and look into partnering with schools and counties to address the peer pressure issues youth face, to address the tobacco issue at the core.

Mayor/President Willson stated before he agreed with that part of this option, he would want to see specifics on what a fund would look like and what the criteria would. Dr. Edwards stated they can look at that part when staff brings back more information to the City Council/EDA.

Councilmember/Commissioner Graves stated both add-ons A and B could move forward together as a collaborative effort.

Mayor/President Willson stated the only issue he has is the additional investment of staff time and would like to see more about that before agreeing to any investments with staff time.

There was a consensus to move forward with add-on option C as well.

Dr. Edwards stated he will draft something with all these items and points for the City Council/EDA to review as a work session item in the future.

Emily Anderson, 4136 Columbus Avenue, addressed the City Council/EDA and stated the other 11 cities who have gone to T-21 have stricken the provision for anyone under age to get penalized for purchasing or possessing so they are not alone in wanting to make that change.

Gretchen Garmin, Hennepin County Public Health, addressed the City Council/EDA and stated she wanted to thank the staff for their work and looking at the things they can do within the community. She stated there are many tobacco products aside from the e-cig and vaping products that have many flavors that appeal to kids so they should look into those as well. She introduced two of her colleagues from the law center who she stated would be happy to speak to the City Council/EDA at any point, noting she can talk to them about how to make that happen if they wished to have that discussion as well.

ADJOURNMENT

Councilmember/Commissioner Graves moved and Councilmember/Commissioner Butler seconded adjournment of the City Council/Economic Development Authority Work Session at 8:28 p.m.

Motion passed unanimously.

COUNCIL ITEM MEMORANDUM

DATE: 9/10/2018

TO: Curt Boganey, City Manager

THROUGH: Reggie Edwards, Deputy City Manager

FROM: Rozlyn Tousignant, Deputy City Clerk

SUBJECT: Approval of Licenses

Requested Council Action:

- It is recommended that the City Council considers approval of the following licenses.

Background:

The following businesses/persons have applied for City licenses as noted. Each business/person has fulfilled the requirements of the City Ordinance governing respective licenses, submitted appropriate applications, and paid proper fees. Applicants for rental dwelling licenses are in compliance with Chapter 12 of the City Code of Ordinances, unless comments are noted below the property address on the attached rental report.

Mechanical Contractor

Boys (Mechanical) Electric LLC	490 Villaume Ave, So. St. Paul, 55075
Deschene Enterprises, Inc.	10131 James Ave NE, Otsego, 55362
General Heating & Air Conditioning	11081 Chaparral Ave, Shakopee, 55379
J Dubs LLC	11703 River Hills Dr, Burnsville, 55337
Matty V's Heating & Cooling, LLC	1052 93rd Ln NW, Coon Rapids, 55433
NAC Mechanical & Electric Services	1001 Labore Industrial Crt, Ste B, Vadnais Heights, 55110
Northwest Heating & Cooling	434 Taylor St, Anoka, 55303
Solid Refrigeration LLC	1125 American Blvd E, Bloomington, 55420

Strategic Priorities and Values:

Safe, Secure, Stable Community

COUNCIL ITEM MEMORANDUM

Rental License Category Criteria Policy – Adopted by City Council 03-08-10

Property Code and Nuisance Violations Criteria		
License Category (Based on Property Code Only)	Number of Units	Property Code Violations per Inspected Unit
Type I – 3 Year	1-2 units	0-1
	3+ units	0-0.75
Type II – 2 Year	1-2 units	Greater than 1 but not more than 4
	3+ units	Greater than 0.75 but not more than 1.5
Type III – 1 Year	1-2 units	Greater than 4 but not more than 8
	3+ units	Greater than 1.5 but not more than 3
Type IV – 6 Months	1-2 units	Greater than 8
	3+ units	Greater than 3

License Category	Number of Units	Validated Calls for Disorderly Conduct Service & Part I Crimes (Calls Per Unit/Year)
No Category Impact	1-2	0-1
	3-4 units	0-0.25
	5 or more units	0-0.35
Decrease 1 Category	1-2	Greater than 1 but not more than 3
	3-4 units	Greater than 0.25 but not more than 1
	5 or more units	Greater than 0.35 but not more than 0.50
Decrease 2 Categories	1-2	Greater than 3
	3-4 units	Greater than 1
	5 or more units	Greater than 0.50

Budget Issues:

There are no budget issues to consider.

Rental Licenses for Council Approval on September 10, 2018

Property Address	Dwelling Type	Renewal or Initial	Owner	Property Code Violations	License Type	Police CFS *	Final License Type **	Previous License Type ***
5024 71st Ave N	Single Family	Initial	Marc Toscano	0	I	0	II	
1112 Emerson Lane N	Single Family	Initial	Mark Ronea	25	IV	0	IV	
6319 Indiana Ave N	Single Family	Initial	Fola Ogundipe	1	I	0	II	
5407 Irving Ave N	Single Family	Initial	Mark Gonzales	0	I	0	II	
6225 June Ave N	Single Family	Initial	Marc Toscano	3	II	0	II	
5338-40 Queen Ave N	Two Family (2)	Renewal	Thanh Kim Oan	1	I	0	I	II
1329 63rd Lane N	Single Family	Renewal	Vicki Krokum	3	II	0	II	I
3312 64th Ave N	Single Family	Renewal	Xuyan Janet Lang	4	II	0	II	I
1323 67th Lane N	Single Family	Renewal	Ali Sajjad/786 Homes LLC	2	II	0	II	II
1308 68th Lane N	Single Family	Renewal	Konrad Wagner c/o Phil Beaumia	6	III	0	III	II
1309 68th Lane N	Single Family	Renewal	Amanda Frost/Nelson	3	II	0	II	II
4935 Abbott Ave N	Single Family	Renewal	Robert Anderson	2	II	0	II	II
5807 Drew Ave N	Single Family	Renewal	Drew Kabanuk	1	I	0	I	II
5307 Howe Lane	Single Family	Renewal	Jose Antonio Villagrana	3	III	0	III	I
5444 Humboldt Ave N	Single Family	Renewal	Melanie Boes	8	III	0	III	II
5643 Knox Ave N	Single Family	Renewal	Jason Flaa	0	I	0	I	I
7025 Newton Ave N	Single Family	Renewal	Steve Branham	3	II	0	II	III

* CFS = Calls For Service for Renewal Licenses Only (Initial Licenses are not applicable to calls for service and will be listed N/A.)

** License Type Being Issued Type I = 3 Year Type II = 2 Year Type III = 1 Year

*** Initial licenses will not show a previous license type

All properties are current on City utilities and property taxes

COUNCIL ITEM MEMORANDUM

DATE: 9/10/2018

TO: Curt Boganey, City Manager

THROUGH: Meg Beekman, Community Development Director

FROM: Jesse Anderson, Deputy Director of Community Development

SUBJECT: Amendments to the Rental Licensing Ordinance and Rental License Category Criteria Policy

Requested Council Action:

It is recommended that the City Council move to approve the first reading of the amendment to the Rental Licensing Ordinance, set the second reading and Public Hearing for October 8, 2018, and approve the amended rental license category criteria policy.

Background:

At the July 23, 2018 City Council Work session the City Council discussed modification to the current Rental Licensing program.

It was recommended that City Staff prepare the following modifications to the program.

1. Modify the ordinance to remove the attendance at Association for Responsible Managers (ARM) Meetings and remove the requirement for Monthly Updates.
2. Modify the ordinance to require an inspector consultation for repeat Type IV rental licenses that repeat due to property code violations.
3. Modify the ordinance to allow Mitigation plans to be approved by staff, similar to how Type III Rental License Action Plans are currently approved.
 - The ordinance modification would allow the applicant to appeal staffs decision to the City Council if requested.
4. Modify the Rental License Category Criteria Policy to increase the number of property code violations per category by 1 for one and two family dwellings.

Lastly, there is also a modification to the wording in the Rental Licensing Ordinance relating to the requirement for a Crime Free Lease Addendum and the license action sections. These changes are to clean up the wording in the ordinance and will not change the requirement.

Budget Issues:

With the change in the Rental License Category Criteria Policy there could be a slight decrease in the number of rental application renewals received in a budget year.

Strategic Priorities and Values:

Safe, Secure, Stable Community

CITY OF BROOKLYN CENTER

Notice is hereby given that a public hearing will be held on the 8th day of October, 2018, at 7:00 p.m. or as soon thereafter as the matter may be heard at City Hall, 6301 Shingle Creek Parkway, to consider an ordinance related to rental licensing.

Auxiliary aids for handicapped persons are available upon request at least 96 hours in advance. Please notify the City Clerk at 763-569-3306 to make arrangements.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 12 OF THE CITY
CODE OF ORDINANCES REGARDING RENTAL LICENSING

THE CITY COUNCIL OF THE CITY OF BROOKLYN CENTER DOES ORDAIN AS
FOLLOWS:

Article I. Brooklyn Center City Code, Section 12-901(7) is hereby amended as follows:

7. License Category Criteria. License type will be determined on the basis of established criteria based on Police incidents and property Code and nuisance violations as recommended by the City Manager and approved by the City Council as City policy. A copy of the City policy shall be distributed to each licensee.

Article II. Brooklyn Center City Code, Section 12-910(3)(f) is hereby amended as follows:

- f. excessive police calls for service in accordance with criteria determined by the City Manager and approved by the City Council as City policy, based on the number and nature of the calls when, after owner notification, the owner has failed to supply an appropriate written action plan to reduce the police calls for service

Article III. Brooklyn Center City Code, Section 12-910(4) is hereby amended as follows:

- 4. License Action Sections. Revocation, suspension, and non-renewal may be brought under either this Section or Section 12-911, or both. Each Section provides an independent basis on which to take a license action and only the procedures required of the particular Section being relied upon must be followed to pursue the action.

Article IV. Brooklyn Center City Code, Section 12-913 is hereby amended as follows:

Section 12-913. TYPE IV PROVISIONAL LICENSES.

1. Eligibility. Rental properties that meet the provisional licensing criteria as described in Section 12-901 are eligible only for provisional licenses.
2. Monthly Report. The City will provide by mail to each licensee a monthly report of any police and fire calls and incidents and applicable property Code violations as described in Section 12-901.
3. Mitigation Plan. The applicant for a provisional license must submit for ~~Council~~ Compliance Official review and approval a mitigation plan for the license period. The mitigation plan shall describe steps proposed by the applicant to reduce the number of police and fire calls and/or the property Code issues described in Section 12-901 and 12-911 to a level that qualifies for a Type I, II, or III license. The mitigation plan may include such steps as changes in tenant screening procedures, changes in lease terms, security measures, rules and regulations for tenant conduct, security personnel, and time frame to implement all phases of the Crime Free Housing Program. The Compliance Official may require modifications to the proposed mitigation plan to ensure it effectively addresses the issues that resulted in the applicant not being eligible for a different type of license. An applicant may appeal the Compliance Officer's decision regarding the mitigation plan by filing a written appeal within 10 days of the date of the decision. The appeal must state the reasons for the appeal, the alleged error, and the relief being sought from the appeal.
4. Council Consideration. The Council shall act on whether to approve the application. Approval of the license shall be conditioned on compliance with the mitigation plan as approved by the Compliance Official. If the applicant filed a timely appeal of the Compliance Official's decision regarding the mitigation plan, the Council shall hear the appeal and may uphold, overturn, or amend the Compliance Official's decision.

~~The application with a proposed mitigation plan will be presented to the City Council together with a recommendation by the City Manager or the Manager's designee as to the disposition thereof. After giving the applicant an opportunity to be heard and present evidence, the Council shall approve, disapprove, or approve with conditions the application and the mitigation plan. If the Council disapproves an application and mitigation plan or approves it with conditions, it shall state its reasons for so doing in writing. In evaluating a mitigation plan, the Council will consider, among other things, the facility, its management practices, the nature and seriousness of causes for police and fire incidences and/or property Code issues and the expected effectiveness of measures identified in the plan to reduce the number of police and fire incidences and/or property Code violations. In evaluating a mitigation plan submitted by an applicant already under a provisional license, the Council will also consider the effectiveness of measures identified in the applicant's previous mitigation plan and the need for different or additional measures to reduce police and fire incidences and/or property Code violations.~~

5. Compliance with Mitigation Plan. The licensee shall comply with the mitigation plan as approved or as modified by the Council as a result of an appeal. Failure to implement and comply with the mitigation plan shall constitute sufficient grounds for a license action under Section 12-910. ~~No later than the tenth day after each calendar month, the licensee shall mail or deliver to the City Manager a written report describing all steps taken in furtherance of the mitigation plan during the preceding month.~~

Article V. Brooklyn Center City Code, Section 12-914 is hereby amended as follows:

Section 12-914. CRIME FREE HOUSING PROGRAM. For the purpose of this Chapter, the Crime Free Housing Program shall mean the nationally recognized program, unless otherwise indicated. The phases of the program include, but are not limited to, the conditions set forth below.

1. Phase I. For license categories other than Type I, an owner, manager, or local agent responsible for the operation of the rental property must complete the Phase I training of the Crime Free Housing Program or a similar course approved by the City Manager. Certification as a rental property manager may also satisfy this requirement. Phase I includes the following:
 - a. Attend an eight-hour crime-free housing course presented by police, fire, public housing and others.
 - b. Use a written lease including the Minnesota Crime Free Housing Lease Addendum.
 - c. Check the criminal background of all prospective tenants and, upon request, provide a copy of Third Party Background Check procedures for Tenants.
 - d. Actively pursue the eviction of tenants who violate the terms of the lease and/or the Crime Free Lease Addendum.
2. Phase II. Includes Phase I plus the following:
 - a. Complete a Security Assessment and complete the security improvements recommended. This phase will certify that the rental property has met the security requirements for the tenant's safety.
 - b. ~~Attend a minimum of 25 percent of Owners/Managers Association Meetings.~~
3. Phase III. Includes Phases I and II plus the following:
 - a. For properties with more than four units, conduct resident training annually for the residents where crime watch and crime prevention techniques are discussed.

- b. For properties with more than four units, hold regular resident meetings.
- c. ~~Attend a minimum of 50 percent of Owners/Managers Association Meetings.~~
- d. ~~Have no City Code violations that were not resolved in accordance with compliance orders within the past year.~~ For a property that has received consecutive Type IV rental licenses, the applicant, owner, or local agent is required to schedule and attend an inspection consultation at the property.

Article VI. Brooklyn Center City Code, Section 12-915 is hereby amended as follows:

Section 12-915. CRIME FREE/DRUG FREE HOUSING LEASE ADDENDUM REQUIREMENTS. All tenant leases, except for state licensed residential facilities, shall contain the Crime Free/Drug Free Housing Lease Addendum in a form approved by the City. The Crime Free/Drug Free provisions are in addition to all other terms of the lease and do not limit or replace any other provisions. These lease provisions shall be incorporated into every new and renewed lease for a tenancy beginning April 1, 2010. Failure of a licensee to enforce a single violation of the terms of the addendum shall constitute sufficient grounds for action on a license under Section 12-910.

Article VII. This Ordinance shall become effective after adoption and upon thirty (30) days following its legal publication.

Adopted this ____ day of _____, 2018.

Mayor

ATTEST: _____
City Clerk

Date of Publication _____

Effective Date _____

(~~Strikeout~~ indicates matter to be deleted, double underline indicates new matter.)



6301 Shingle Creek Parkway
Brooklyn Center, MN 55430
Phone: 763-569-3300 TTY/Voice 711
Fax: 763-569-3494
www.cityofbrooklyncenter.org

Proposed Amended Rental License Category Criteria Policy

1. Determining License Categories.

License categories are based on property code and nuisance violations noted during the initial or renewal license inspection or for a category verification inspection, along with excessive validated police service calls occurring over a year. License categories are performance based and more accurately depict the condition of the property and the City costs of service.

2. Fees.

Fee amounts are determined by the costs of the city to license, inspect, monitor and work with the property to ensure category conditions are met. License fees do not include reinspection fees, late fees, charges for criminal or civil enforcement actions, or other penalties.

3. Category Conditions.

The licensee or designated agent must meet the category conditions in the time period specified by the City. A licensee must meet all original conditions required by the License Category, even if a subsequent license category is achieved.

4. License Category Criteria.

a. Property Code and Nuisance Violations.

Property code violation rates will be based on the average number of property code violations per unit identified during the initial licensing inspection or category verification inspection. Property code violations for purposes of determining licensing categories shall include violations of property code and nuisances as defined in Chapter 12, 19, 7 and other applicable local ordinances. The City may, upon complaints or reasonable concerns that the establishment no longer complies with the license category criteria, perform a category verification inspection to the same standards as the license renewal inspection as indicated below.

Inspections will be conducted in conjunction with established department policies. In cases where 100% of the units are not inspected, the minimum inspection standards will be established as follows:

- At least 75% of units will be inspected for properties with 15 or less units.
- At least 25% of units, to include a minimum of 12 units, will be inspected for properties with 16 or more units.

Property Code and Nuisance Violations Criteria		
License Category (Based on Property Code Only)	Number of Units	Property Code Violations per Inspected Unit
Type I – 3 Year	1-2 units	0- <u>2</u>
	3+ units	0-0.75
Type II – 2 Year	1-2 units	Greater than <u>2</u> but not more than <u>5</u>
	3+ units	Greater than 0.75 but not more than 1.5
Type III – 1 Year	1-2 units	Greater than <u>5</u> but not more than <u>9</u>
	3+ units	Greater than 1.5 but not more than 3
Type IV – 6 Months	1-2 units	Greater than <u>9</u>
	3+ units	Greater than 3

b. Police Service Calls.

Police call rates will be based on the average number of valid police calls per unit per year. Police incidences for purposes of determining licensing categories shall include disorderly activities and nuisances as defined in Section 12-911, and events categorized as Part I crimes in the Uniform Crime Reporting System including homicide, rape, robbery, aggravated assault, burglary, theft, auto theft and arson.

Calls will not be counted for purposes of determining licensing categories where the victim and suspect are “Family or household members” as defined in the Domestic Abuse Act, Minnesota Statutes, Section 518B.01, Subd. 2 (b) and where there is a report of “Domestic Abuse” as defined in the Domestic Abuse Act, Minnesota Statutes, Section 518B.01, Subd. 2 (a).

License Category	Number of Units	Validated Calls for Disorderly Conduct Service & Part I Crimes (Calls Per Unit/Year)
No Category Impact	1-2	0-1
	3-4 units	0-0.25
	5 or more units	0-0.35
Decrease 1 Category	1-2	Greater than 1 but not more than 3
	3-4 units	Greater than 0.25 but not more than 1
	5 or more units	Greater than 0.35 but not more than 0.50
Decrease 2 Categories	1-2	Greater than 3
	3-4 units	Greater than 1
	5 or more units	Greater than 0.50

COUNCIL ITEM MEMORANDUM

DATE: 7/23/2018

TO: Curt Boganey, City Manager

THROUGH: Meg Beekman, Community Development Director

FROM: Jesse Anderson, Deputy Director of Community Development

SUBJECT: Rental Licensing Program Review

Recommendation:

It is recommended that the City Council consider providing direction to staff regarding potential modifications to the rental licensing program.

Background:

The City of Brooklyn Center has had a rental licensing program since the 1970's. In 2010 the City Council adopted modifications to the Ordinance. The modifications created a 4-tier performance-based system. That system has been in operation ever since, and has proven to be largely successful in terms of maintaining the City's rental housing stock and providing safe, secure housing.

Over the past eight years the City has been able to gather significant amounts of data regarding inspections, numbers and types of violations, as well as the rates at which properties fall into which type (I, II, III, or IV), and rates at which properties either remain consistent or change type at renewal. The information gathered has allowed staff to identify with precision ways in which the system might be improved in order to further the goals of the program even more.

The City holds monthly Association for Responsible Managers (ARM) meetings. At the March meeting attendees expressed frustration over the existing rental license system, indicating that it was too stringent compared with other cities and was not set up to allow landlords to be successful. Attendees expressed a desire to have input into the system and see revisions that would make it easier to become and maintain Type I or Type II licenses.

Following this meeting, Staff hosted a listening session and invited all of the landlords that had asked to participate, as well as other landlords who represented varying license types in the City. Staff asked specific questions regarding their experience of the rental licensing program, recorded their responses, and then asked participants to vote on which suggested changes they most wanted to see.

Out of that process three primary themes emerged:

1) Allow more infractions per license type - Overwhelmingly, most participants in the listening session expressed a desire to increase the number of violations in each license type category. The result, essentially, would be to make it easier to achieve a higher license type, thus reducing the frequency of inspections. Most notably, participants felt that the 0-1 violations allowance to achieve a Type I license was too low.

2) Base license type on second inspection - Participants in the listening session expressed frustration in the inspection process. Inspectors inspect a property and write corrections. The landlord must then make the

corrections and schedule a second inspection to show that all corrections have been completed; however, their license type (and frequency of inspections) is based on the number of violations noted in the initial inspection. A related suggestion from participants was to have inspectors do a pre-walk through, which would act like an unofficial inspection, noting corrections to be made ahead of the actual inspection. Staff's concern with this, is that it would require more than one inspection on every property, thus increasing the need for inspections staff. This inspection format would also make the City responsible for making sure property was well maintained, rather than the property owner.

3) Weight violations based on severity - Several participants noted that some cities have a weighted points-based system for inspections that places a great emphasis on life/safety issues as opposed to property maintenance issues. The concern expressed by landlords was that their property could be in compliance for all but one very minor issues, such as a ding in the wall and a sagging kitchen drawer and they would have gone from a Type I license to a Type II. Further, there were landlords that noted that violations that were easy to fix, such as a missing light bulb or battery in a smoke detector, were counted as violations even when the landlord was able to correct them on site during the inspection.

Staff's concern with weighting violations is that it creates a significantly more complex inspection process. It also opens debate over what is a minor versus a major violation. A missing light bulb may seem minor; however, given that it creates an exposed electrical circuit, they can also be very dangerous.

Following the listening session Staff met internally to go over the responses from landlords and for the inspectors to weigh-in on the suggestions. Based on that meeting, Staff has prepared the following list of potential modifications to the rental license program.

1) Remove the Association for Responsible Managers (ARM) meeting requirement and Monthly Update requirement. While this was not an item that rose to the top by the participants of the listening session, it was mentioned by more than one landlord.

- 347 Type IV Rental Licenses were issued in 2015-2017. Of those, 155 repeated as a Type IV License. 58% of the repeats were the results of the owner/manager not attending an ARM Meeting or completing monthly updates. However, 86% of repeat Type IV Rental License improved on their inspection.
- Attendance has been high at ARM Meetings which has resulted in difficulty scheduling a City conference room that can accommodate all attendees.
- Feedback from the landlord listening session was to remove the requirement. The landlords stated they would attend based on interest in the subject being presented rather than being required to attend.
- During ARM meetings, attendees who are required to attend are not typically engaged in the subject matter or more negative in their participation, which creates disruption for those that are there because they want to be.
- The tracking of monthly updates is time consuming for staff.
- In cases where the monthly updates are not being turned in by the landlord, Staff finds that typically they are doing the requirements listed in the monthly reports, just not reporting on them.
- Landlords stated they don't find value in reporting the issues they are finding at their properties, as they are handling issues at the time of their visits. (Such as having their tenant pick up litter in the yard).
- Lastly, the City is unable to verify all of the items that are reported in the monthly updates. (such as monthly check-ins with tenant).

2) Add requirement for an Inspector Consultation for all repeat Type IV rental license that repeat due to property code violations.

- This would essentially replace the ARM meeting and Monthly Update requirement, and create a more targeted action for those landlords that have repeat Type IV licenses and might need additional resources to understand how to manage their properties better.
- The inspection consultation would be required for the smaller percentage of repeat Type IV rental

properties that are having difficulty maintaining their property.

- The consultation would be a walk through, not a full inspection of the property, with an inspector explaining rental licensing requirements and how to maintain the property on an ongoing bases.

3) Remove requirement for Mitigation Plans to be submitted for Council Approval.

- The Type IV Rental Licenses require the Mitigation Plan to be submitted and approved by staff before it is brought to City Council for final approval before a rental license can be issued.
- This can delay the process it takes for a landlord to receive their license by 2 weeks to 3 months depending on the response from the owner or manager.
- Properties that qualify for a Type IV license are more likely than other license types to require multiple inspections or take a longer time period to correct the violations. This delay, combined with the additional time it takes to prepare a Mitigation Plan in time for the Council meeting, increases the likelihood that a license will expire before being renewed.
- Type III rental licenses require an Action Plan which does not require Council approval. Removing the Mitigation Plan from Council approval would streamline the Type IV Rental License process, and bring it into consistency with the Type III process.
- Further, removing the required council memo would decrease workload for administrative and management staff.

4) Modify the number of property code violations for each category.

- Increase the number of property code violations by 1 violation per category.
- It was suggested at the landlord listening session that the Type I - 3 Year License be more obtainable.
- The overall rental housing stock has improved from when the performance-based program was adopted; therefore, the types of violations that inspectors see are typically less severe.
- This allows for a property that is in great condition and has 2 minor violations such as a missing backflow preventer or missing light bulb to still obtain a Type I - 3 year license.
- In single-family homes, there are much more items that the inspector looks at (furnace, water heater, more bathrooms, etc) that are potential violations compared with an apartment unit which are generally smaller and lack the mechanical systems present in a house. This results in single-family homes being more likely to be a Type III or Type IV License.
- When reviewing licenses issued in 2017 the following adjustment would have applied under the proposed standards:
(based only on inspection results not considering police calls or repeating a category due to other requirements)
 - 54 more properties would have been a Type I - 3 Year License rather than a Type II - 2 Year License.
 - 24 properties would have qualified for a Type II - 2 Year license rather than a Type III - 1 Year License.
 - 14 properties would have qualified for a Type III - 1 Year License rather than a Type IV - 6 Month License

License Type	Current Code Violation Range	Proposed Violation Range
Type 1- 3 Year License	0-1	0-2
Type 2 – 2 Year License	2-4	3-5
Type 3 – 1 Year License	5-8	6-9
Type 4 – 6 Month License	Greater then 8	Greater then 9

Staff feels that these modifications to the program will stream line the process, improve customer service for landlords, while also maintaining high quality rental property in the City.

Based on the City Council's input, Staff will work with the City Attorney to make any amendments to the Rental License Ordinance that may be needed and bring back to Council for a first and second reading.

Budget Issues:

There are not budgetary issues to consider.

Strategic Priorities and Values:

Safe, Secure, Stable Community

Listening Session with Landlords
May 2, 2018

Below are summary of the comments/suggestions that were provided based on the discussion topic.

Inspections

- Notice of inspections
 - Provide a more precise time vs a window for an inspection
 - Provide electronic email notice and text message confirmation
- Actual inspection
 - Improve on inspector consistency
 - Provide information about the inspection online
 - Be flexible in types of code violations
 - minor vs major / health life safety vs non health life safety

Program – license determination

- Provide a pre-inspection with the owner/tenant before the actual inspection
- Count code violations based on the results of the 2nd inspection
- Increase the number of code violations per license category
- Remove minor violations from the license determination as long as it is corrected
- Everyone starts with a 3 year license and based on the number of code violations the license category would decrease with the increase in number of code violations

CPTED / ARM Requirements

- Eliminate ARM requirement
- Eliminate CPTED requirement for single family
- Provide automatic electronic notice of any police calls for service on a monthly basis for all properties

Administrative Citation

- Be more lenient on issuing citations for operating without a rental license

Landlords had an unlimited number of votes for each comment and were instructed to vote on the one(s) they felt were most important and would like to see changed.

Weighted violations - There were multiple comments and votes under this category. Comments were wide ranging consisting of weighted violations based on severity level ranging from major vs minor, health life vs non health life, and easy and quick. This received a total of 27 votes.

License determination at the 2nd inspection – This received a total of 18 votes and it was stated in several different ways. Some of the comments were: only count after the 2nd inspection, conduct a pre-inspection and then base license after that, don't count all the minor violations, only count health life safety violations, and only count the easy fix if it does not get repaired at the 2nd inspection.

Increase # of code violations per category – There were only a few comments relating this to but it did receive 11 votes.

Consider the rental type and size of the property – Only one comment was stated and received 7 votes.

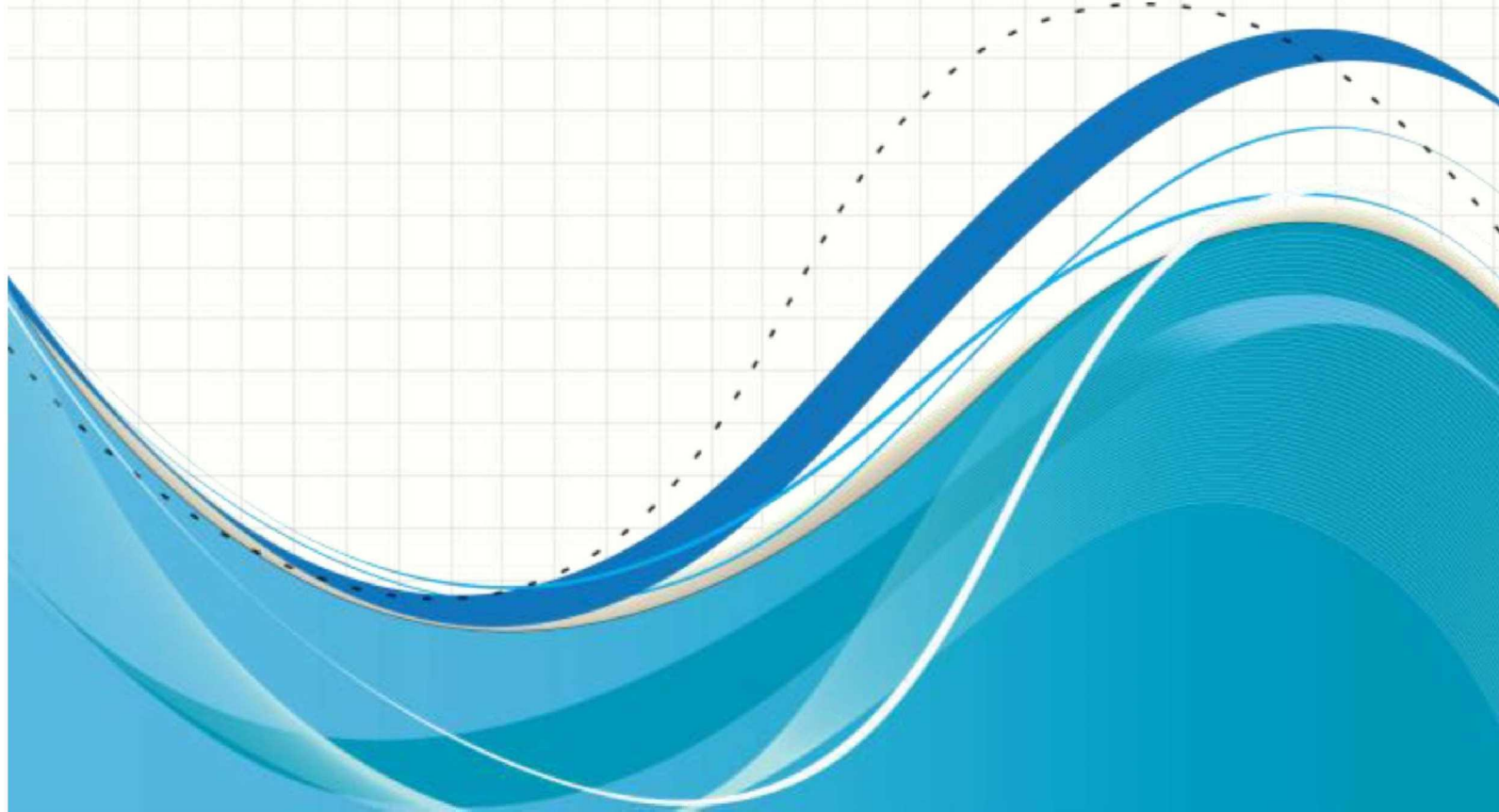
Inspector consistency – Only 1 comment and received 6 votes.

Eliminate ARM and CPTED requirement – 2 votes

Automatic notice of police calls for service – 2 votes

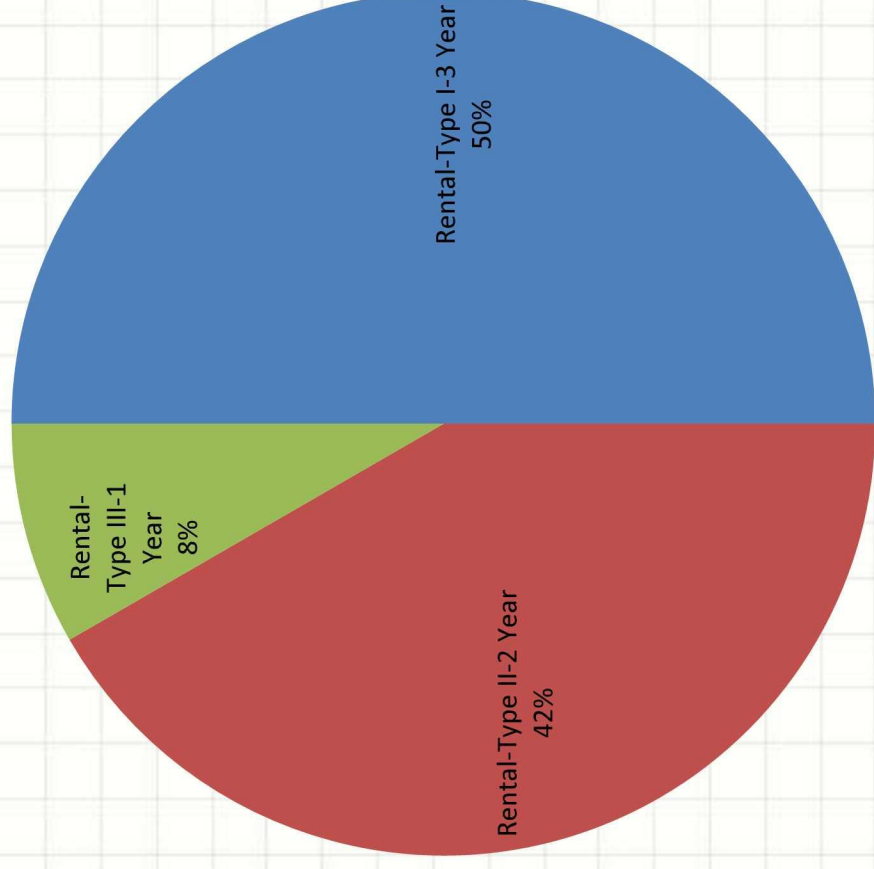
Electronic notice – 1 vote

RENTAL LICENSING STATISTICS



Rentals – Active By Type

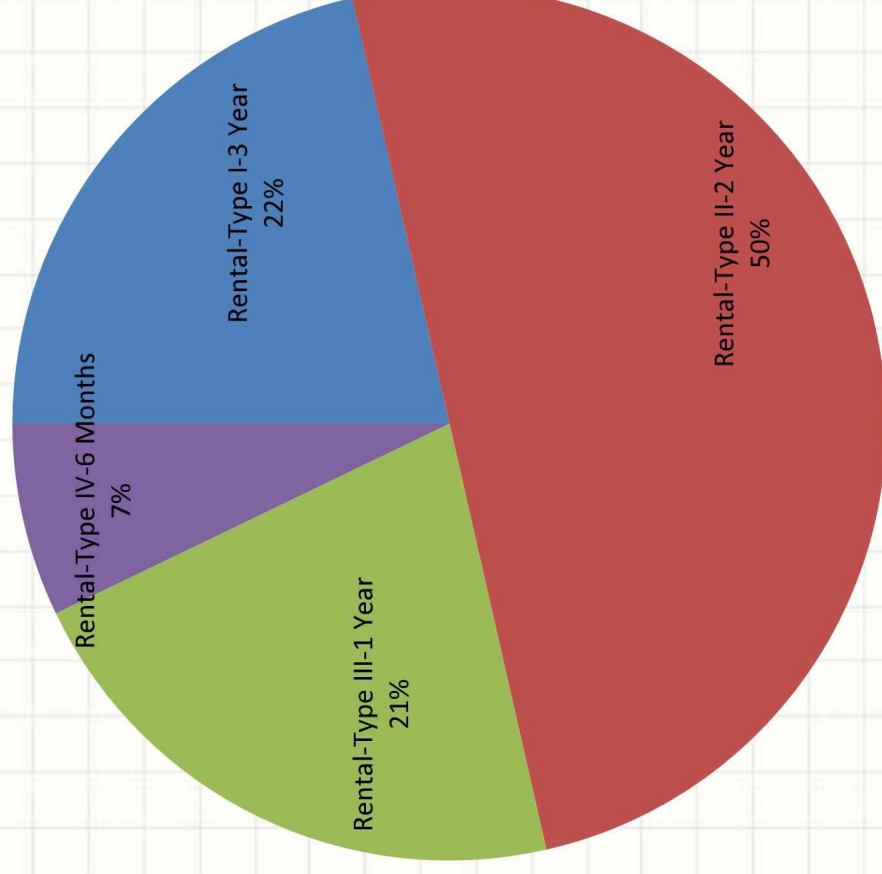
100+ Units
(on May 7, 2018)



Rental-Type I-3 Year
Rental-Type II-2 Year
Rental-Type III-1 Year

Rentals – Active By Type

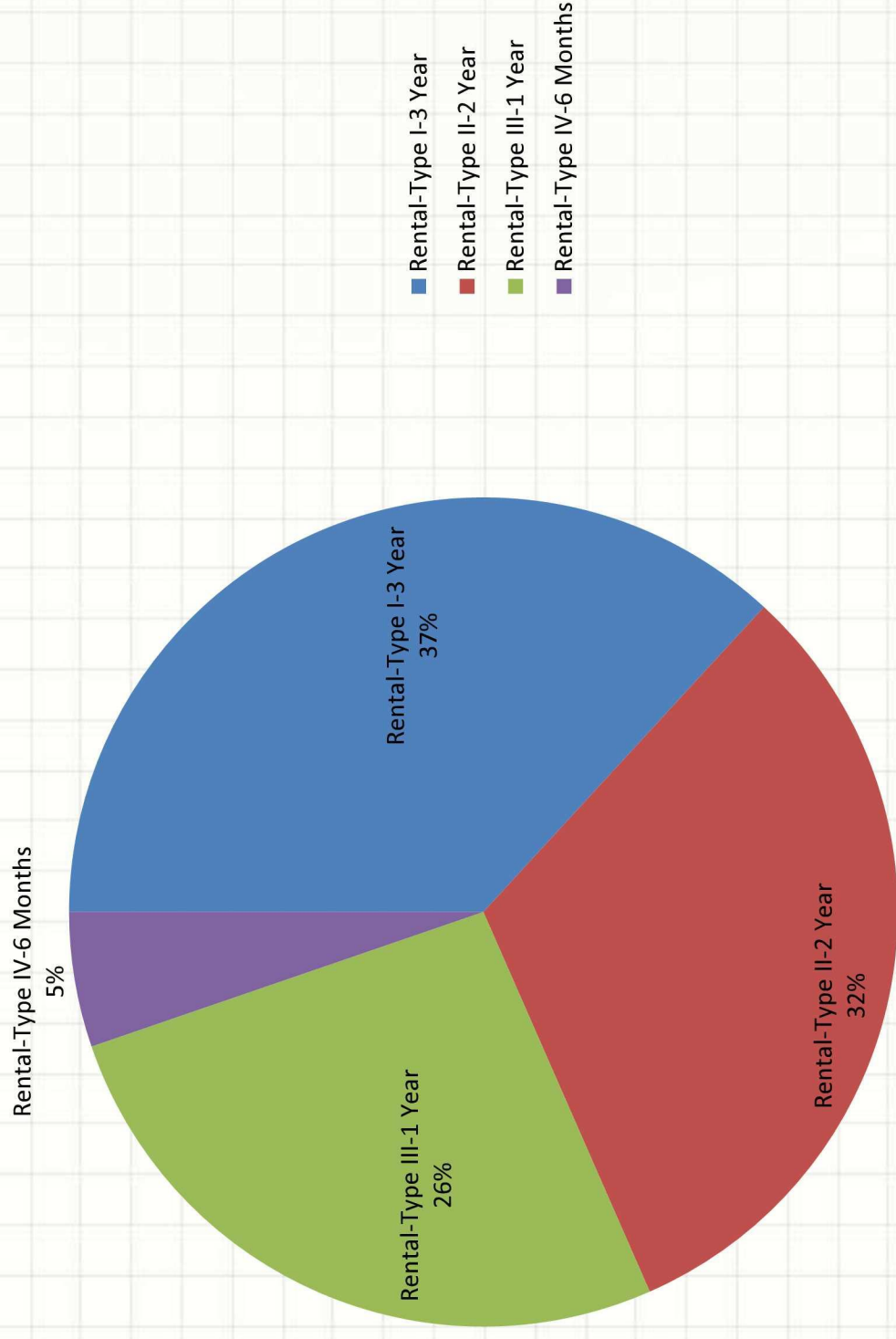
40-99 Units
(on May 7, 2018)



- Rental-Type I-3 Year
- Rental-Type II-2 Year
- Rental-Type III-1 Year
- Rental-Type IV-6 Months

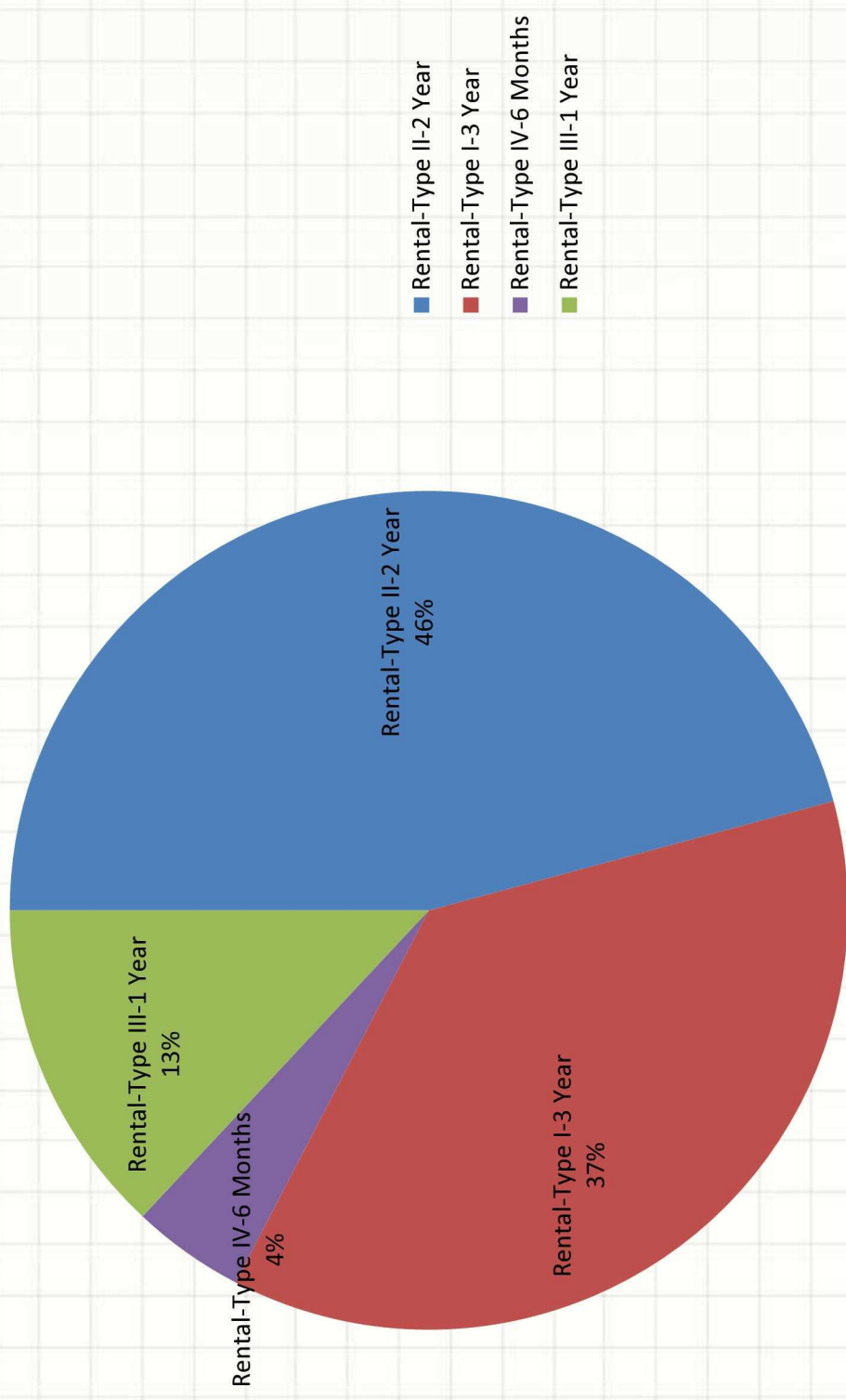
Rentals – Active By Type

5-39 Units
(on May 7, 2018)



Rentals – Active By Type

1-4 Units
(on May 7, 2018)



Repeat Type IV License Review

Type 4 Information	2015 & 2016 & 2017
Total Type IV	347
Total Repeat Type IV	155 (44%)
Repeat where violation were still Type IV	48 (30% of repeats)(14% of all IV)
Repeat for ARM or Monthly only	90 (58% or repeats)(25% of all IV)
Met Requirements but had code violations	20 (13% of repeats)(6% of all IV)
Improving on inspections	86%
Didn't repeat as type IV	55%

Reasons For Repeating Type IV Licenses

	2017	2016	2015
Missed Monthly only	4	12	4
Monthly and Security Assessment	1	2	2
Met Mitigation Plan- Code violations only	10	3	7
Missed Security Assessment only	1	1	4
ARM Only	17	9	10
Arm and Monthly	10	14	10
Arm and Security	2	7	3
arm, monthly and security	9	6	7
Crime free housing course only		1	1

What License Would Have Qualified For – Based on Code Violations

	<u>2017</u>	2016	2015
Type 1	8	6	7
Type 2	14	25	7
Type 3	13	8	19
Type 4	19	14	15

Repeat Reason 2017 Based On Number of Times Repeated

Repeat reason	2017						
	Total	1x repeat	2nd X Repeat	3 X Repeat	4x repeat	5x repeat	6x repeat
Missed Monthly only	4	1	1	1		1	
Monthly and security	1	1					
Met Mitigation Plan Requirement	10	6	2	1			1
Missed security assessment only	1		1				
Association Meetings	17	10	3	2	2		
Arm and Monthly	10	6	1	1	1	2	
Arm and Security	2	1					
arm, monthly and security	9	4	3	1	1		
Crime free housing course only							
Monthly, Security, Crime Free Housing							
Security and crime free housing course							
Arm, Crime free housing training							
<u>Would have qualified for</u>							
<u>2017</u>							
Type 1	8	5	2	1			
Type 2	14	7	2	2	2	1	
Type 3	13	7	3	2		1	
Type 4	19	10	4	2	2		1

Repeat Reason 2016 Based On Number of Times Repeated

Repeat reason	1x repeat	2nd X Repeat	3 X Repeat	4x repeat	5x repeat
Missed Monthly only	6	4	1	3	
Monthly and security	3				
Met Mitigation Plan- Code violations only	1		2		
Missed security assessment only	1				
Association Meetings	3	1	1	2	
Arm and Monthly	6	2	4	1	1
Arm and Security	5	2			
arm, monthly and security	4		1		
Crime free housing course only	1				
Monthly, Security, Crime Free Housing	1				
Security and crime free housing course					
Arm, Crime free housing training					
<u>Would have qualified for</u>					
Type 1	4	1	2	1	
Type 2	12	8	1	2	1
Type 3	4	2	1	3	
Type 4	10		4		

Repeat Reason 2015 Based On Number of Times Repeated

Repeat reason	1x repeat	2nd X Repeat	3 X Repeat	4x repeat	5x repeat
Missed Monthly only	2	2			
Monthly and security	1				
Met Mitigation Plan- Code violations only	5	1			
Missed security assessment only	4				
Association Meetings	6	1	1		1
Arm and Monthly	7	1	2		
Arm and Security	1	1			
arm, monthly and security	4	2			
Crime free housing course only	1				
Monthly, Security, Crime Free Housing	1				
Security and crime free housing course	1				
Arm, Crime free housing training		1			
<u>Would have qualified for</u>					
Type 1	5				1
Type 2	4	4			
Type 3	12	4		2	
Type 4	10	3		1	

Police Nuisance Calls Effect On Rental License Category

Type 4 Rental License 2015-2017	Count
Total Type 4 Rentals	264
Not affected by police nuisance calls	261
Qualified for a one category decrease due to police nuisance calls	6
Would have had a decrease by one category but was already a type 4	3
Would have been a type 3 but police nuisance calls cause decrease by 1 category	3
Qualified for a 2 category decrease	0

Licensed Rentals by Size

Property Type	Number of properties	Number of units	Percentage
1-4	784	896	21%
5-39	24	401	9%
40-99	15	987	23%
100+	12	2065	47%
Total	835	4349	100%
	* As of 4/3/18		

Number of Licenses Active Per License Category

License Category	2012	2013	2014	2015	2016	2017
Type I—3 year license	322 (41%)	247 (41%)	284 (34%)	315 (36%)	323 (38%)	296 (37%)
Type II - 2 year license	359 (45%)	377 (45%)	427 (51%)	413 (47%)	278 (45%)	352 (43%)
Type III - 1 year license	77 (10%)	85 (10%)	91 (11%)	115 (13%)	114 (14%)	115 (14%)
Type IV - 6 mo. license	30 (4%)	29 (3%)	43 (3%)	28 (3%)	29 (3%)	44 (5%)
Total	788	838	845	871	844	810

2017 Number of Single Family Properties per Violation Count

Number of Property Code Violations	Number of License	Licensed Category Based Only on Property Code Violations
0	43	Type 1 - 3 Year License
1	65	Type 2 - 2 Year License
2	54	Type 2 - 2 Year License
3	41	Type 2 - 2 Year License
4	65	Type 2 - 2 Year License
5	24	Type 3 - 1 Year License
6	29	Type 3 - 1 Year License
7	26	Type 3 - 1 Year License
8	22	Type 3 - 1 Year License
9	14	Type 4 - 6 Month License
10	16	Type 4 - 6 Month License
11	16	Type 4 - 6 Month License
12	6	Type 4 - 6 Month License
13	9	Type 4 - 6 Month License
14	8	Type 4 - 6 Month License
15-20	19	Type 4 - 6 Month License
21*	8	Type 4 - 6 Month License

2017 Number of 4+ Unit Properties per Violation Count

Number of License	Number of Property Code Violations per unit	Licensed Category Based Only on Property Code Violations
1	0	Type 1 - 3 Year License
2	0.20	Type 1 - 3 Year License
1	0.48	Type 1 - 3 Year License
2	0.60	Type 1 - 3 Year License
1	0.71	Type 1 - 3 Year License
1	0.75	Type 1 - 3 Year License
3	0.90	Type 2 - 2 Year License
5	1.15	Type 2 - 2 Year License
1	1.27	Type 2 - 2 Year License
2	1.45	Type 2 - 2 Year License
3	1.50	Type 2 - 2 Year License
1	1.61	Type 3 - 1 Year License
5	1.75	Type 3 - 1 Year License
3	1.85	Type 3 - 1 Year License
2	1.95	Type 3 - 1 Year License
3	2.45	Type 3 - 1 Year License
4	2.75	Type 3 - 1 Year License
2	3.00	Type 3 - 1 Year License
4	3.25	Type 4 - 6 Month License
1	3.75	Type 4 - 6 Month License
1	4.00	Type 4 - 6 Month License
1	5.45	Type 4 - 6 Month License
1	6.25	Type 4 - 6 Month License



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Rental License Category Criteria Policy – Adopted by City Council 03-08-10

1. Determining License Categories.

License categories are based on property code and nuisance violations noted during the initial or renewal license inspection or for a category verification inspection, along with excessive validated police service calls occurring over a year. License categories are performance based and more accurately depict the condition of the property and the City costs of service.

2. Fees.

Fee amounts are determined by the costs of the city to license, inspect, monitor and work with the property to ensure category conditions are met. License fees do not include reinspection fees, late fees, charges for criminal or civil enforcement actions, or other penalties.

3. Category Conditions.

The licensee or designated agent must meet the category conditions in the time period specified by the City. A licensee must meet all original conditions required by the License Category, even if a subsequent license category is achieved.

4. License Category Criteria.

a. Property Code and Nuisance Violations.

Property code violation rates will be based on the average number of property code violations per unit identified during the initial licensing inspection or category verification inspection. Property code violations for purposes of determining licensing categories shall include violations of property code and nuisances as defined in Chapter 12, 19, 7 and other applicable local ordinances. The City may, upon complaints or reasonable concerns that the establishment no longer complies with the license category criteria, perform a category verification inspection to the same standards as the license renewal inspection as indicated below.

Inspections will be conducted in conjunction with established department policies. In cases where 100% of the units are not inspected, the minimum inspection standards will be established as follows:

- At least 75% of units will be inspected for properties with 15 or less units.
- At least 25% of units, to include a minimum of 12 units, will be inspected for properties with 16 or more units.

Property Code and Nuisance Violations Criteria		
License Category (Based on Property Code Only)	Number of Units	Property Code Violations per Inspected Unit
Type I – 3 Year	1-2 units	0-1
	3+ units	0-0.75
Type II – 2 Year	1-2 units	Greater than 1 but not more than 4
	3+ units	Greater than 0.75 but not more than 1.5
Type III – 1 Year	1-2 units	Greater than 4 but not more than 8
	3+ units	Greater than 1.5 but not more than 3
Type IV – 6 Months	1-2 units	Greater than 8
	3+ units	Greater than 3

b. Police Service Calls.

Police call rates will be based on the average number of valid police calls per unit per year. Police incidences for purposes of determining licensing categories shall include disorderly activities and nuisances as defined in Section 12-911, and events categorized as Part I crimes in the Uniform Crime Reporting System including homicide, rape, robbery, aggravated assault, burglary, theft, auto theft and arson.

Calls will not be counted for purposes of determining licensing categories where the victim and suspect are “Family or household members” as defined in the Domestic Abuse Act, Minnesota Statutes, Section 518B.01, Subd. 2 (b) and where there is a report of “Domestic Abuse” as defined in the Domestic Abuse Act, Minnesota Statutes, Section 518B.01, Subd. 2 (a).

License Category	Number of Units	Validated Calls for Disorderly Conduct Service & Part I Crimes (Calls Per Unit/Year)
No Category Impact	1-2	0-1
	3-4 units	0-0.25
	5 or more units	0-0.35
Decrease 1 Category	1-2	Greater than 1 but not more than 3
	3-4 units	Greater than 0.25 but not more than 1
	5 or more units	Greater than 0.35 but not more than 0.50
Decrease 2 Categories	1-2	Greater than 3
	3-4 units	Greater than 1
	5 or more units	Greater than 0.50

COUNCIL ITEM MEMORANDUM

DATE: 9/10/2018

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Doran Cote, Public Works Director

SUBJECT: Resolution Approving Public Works Joint Powers Mutual Aid Agreement

Requested Council Action:

- It is recommended that the City Council approve a resolution approving a Public Works Joint Powers Mutual Aid Agreement

Background:

The general purpose of this Public Works Joint Powers Mutual Aid Agreement (Agreement) is to provide a process for units of government to share public works personnel and equipment with other agencies within the State of Minnesota. This Agreement specifically allows a requesting party to select the resources that best meets the needs of a given situation. A requesting party may call upon any other participating party for mutual aid. There is no requirement to make requests through a particular party. In addition, this Agreement should not be interpreted as being limited to providing resources to deal with only major catastrophic situations. Participating parties can utilize the resources for many reasons including routine circumstances such as training efforts, maintenance operations, joint-projects and back-up support service. This Agreement provides the flexibility for all units of government to use the resources located among all participating parties in the State of Minnesota.

The decision of when to invoke mutual aid and whether to respond is left to the discretion of the requesting or sending party. Each unit of government should acquaint supervisory personnel with any internal procedures used for mutual aid. While the Agreement does not require particular words or actions to initiate mutual aid, agencies should be clear about whether mutual aid is being requested and what type of assistance is requested. The responding agency should also be clear about what, if any, assistance they will provide in response to the request. Parties should not self-deploy.

Furthermore, each staff member within a department should have a basic familiarity with mutual aid, the responsibilities when reporting to another unit of government and the protections afforded under the unit of government's workers' compensation.

For liability reasons, management of a mutual aid situation is under the control of the requesting party. However, the sending party has discretion whether to provide personnel or equipment and can recall such assistance at any time.

While there is no hard and fast time limit related to requests for mutual aid, the commitment of resources can be taxing on agencies. In addition, in some situations an advantage can be gained by ending a mutual aid request and entering into a different form of contractual assistance.

In order to keep this mutual aid agreement closer to local level of government, Hennepin County Emergency

Management (HCEM) has volunteered to serve as the administrative coordinator for the units of government entering into this Agreement. When a community adopts this Agreement a fully executed copy of the Agreement needs to be forwarded to HCEM.

Each unit of government is responsible for entering and updating available unit of government resources. Resources will now be listed online in a mutually agreed upon resource management database. The parties to this Agreement are solely responsible for updating their available resources in the agreed upon database.

The effective date for this Agreement is October 1, 2018. This date was established to allow enough time for agencies to receive the appropriate authority. Participation can be started upon execution of the Agreement and is effective for a unit of government upon its submission of the signed Agreement to HCEM. Agencies that elect not to participate in the Agreement may be bound by other existing mutual aid agreement or State Statutes.

Budget Issues:

There are no budget issues to consider. Mutual aid is routinely provided to neighboring communities on an informal basis. It is up to the sending party to decide whether to charge the requesting party for the service provided. The Agreement can be terminated after 30 days' written notice to HCEM.

Strategic Priorities and Values:

Safe, Secure, Stable Community

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION APPROVING PUBLIC WORKS JOINT POWERS MUTUAL AID AGREEMENT

WHEREAS, the general purpose of this Public Works Joint Powers Mutual Aid Agreement (Agreement) is to provide a process for units of government to share public works personnel and equipment with other agencies within the State of Minnesota; and

WHEREAS, this Agreement specifically allows a requesting party to select the resources that best meets the needs of a given situation; and

WHEREAS, participating parties can utilize the resources for many reasons including routine circumstances such as training efforts, maintenance operations, joint-projects and back-up support service; and

WHEREAS, this Agreement provides the flexibility for all units of government to use the resources located among all participating parties in the State of Minnesota.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, that a Public Works Joint Powers Mutual Aid Agreement is hereby approved. The Mayor and City Manager are hereby authorized to execute said agreement.

September 10, 2018

Date

Mayor

ATTEST: _____

City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon 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.

PUBLIC WORKS JOINT POWERS MUTUAL AID AGREEMENT

This Public Works Joint Powers Mutual Aid Agreement is formed and entered into effective as of the 1st day of July, 2018 by and among the governmental units that have executed this document as evidenced by the signature pages attached hereto (individually, a “Party” and collectively, the “Parties”).

I. GENERAL PURPOSE

The general purpose of this Agreement is to provide a means by which a Party may request and obtain public works assistance from one or more other Parties when the Party determines such public works assistance is necessary. This Agreement is made pursuant to Minnesota Statutes, section 471.59, which authorizes the joint or cooperative exercise of powers common to the Parties.

II. DEFINITION OF TERMS

For the purposes of this Agreement, the terms defined in this section shall have the following meanings:

Subd. 1. **Eligible Party**. “Eligible Party” means a “governmental unit” as defined by Minnesota Statutes, section 471.59, subdivision 1.

Subd. 2. **Public Works Assistance**. “Public Works Assistance” means equipment and personnel, including but not limited to, licensed staff, professional engineers, and non-licensed personnel that are used for activities related to streets, water, stormwater, wastewater, sewers, parks, transit, buildings/facilities, airports, and all other public works programs.

Subd. 3. **Party**. “Party” means an Eligible Party that elects to participate in this Agreement by the authorization of its governing body. “Parties” means more than one Party to this Agreement.

Subd. 4. **Requesting Official**. “Requesting Official” means a person who is designated by the Requesting Party to request Public Works Assistance from another Party.

Subd. 5. **Requesting Party**. “Requesting Party” means a Party that requests Public Works Assistance from another Party.

Subd. 6. **Sending Official**. “Sending Official” means a person who is designated by a Party to determine whether and to what extent that Party should provide Public Works Assistance to a Requesting Party.

Subd. 7. **Sending Party**. “Sending Party” means a Party that provides Public Works Assistance to a Requesting Party.

Subd. 8. **HCEM**. “HCEM” means the Hennepin County Emergency Management or designee.

III. **PARTIES**

The Parties to this Agreement shall consist of as many Eligible Parties that have approved this Agreement by July 1, 2018. Additional Eligible Parties shall become a Party on the date this Agreement is approved and executed by the Party's governing body.

Upon approval by a Party, the executed signature page of this Agreement shall be sent to the HCEM along with a resolution approving this Agreement.

IV. **PROCEDURE**

Subd. 1. **Designate Officials**. Each Party shall designate, and keep on file with the HCEM, the name of the person(s) of that Party who shall be its Requesting Official and Sending Official. A Party may designate the same person as both the Requesting Official and the Sending Official. Also, a Party may designate one or more persons to serve as an alternate in the absence of a designated official.

Subd. 2. **Request for Assistance**. Whenever, in the opinion of a Requesting Official of a Party, there is a need for Public Works Assistance from another Party, such Requesting Official may, at his or her discretion, call upon the Sending Official of any other Party to furnish Public Works Assistance.

Subd. 3. **Response**. Upon the receipt of a request for Public Works Assistance from a Party, the Sending Official may authorize and direct personnel and equipment of the Sending Party be sent to the Requesting Party. Whether the Sending Party provides such Public Works Assistance to the Requesting Party and, if so, to what extent such Public Works Assistance is provided shall be determined solely by the Sending Official (subject to such supervision and direction as may be applicable within the governmental structure of the Party by which they are employed). Failure to provide Public Works Assistance will not result in liability to a Party and each Party hereby waives all claims against another Party for failure to provide Public Works Assistance.

Subd. 4. **Back-Up Assistance**. When a Sending Party provides Public Works Assistance under the terms of this Agreement, it may in turn request Public Works Assistance from other Parties as "back-up" during the period it is outside of its jurisdiction providing Public Works Assistance to the original Requesting Party.

Subd. 5. **Recalling Assistance**. Whenever a Sending Party has provided Public Works Assistance to a Requesting Party, the Sending Official may at any time recall its personnel and equipment, or any part thereof, if the Sending Official in his or her best judgment deems such recall is necessary to provide for the best interests of the Sending Party's community. Such action will not result in liability to any Party and each Party hereby waives all claims against another Party for recalling Public Works Assistance.

Subd. 6. **Command of Scene**. The Requesting Party shall be in command of all situations where Public Works Assistance is provided. The personnel and equipment of the Sending Party shall be under the direction and control of the Requesting Party until the Sending Party withdraws Public Works Assistance or the Public Works Assistance is no longer needed.

Subd. 7. **Charges**. Charges may be levied by a Sending Party for Public Works Assistance rendered to a Requesting Party under the terms of this Agreement. The Sending Party may submit to the Requesting Party an itemized bill for the actual cost of any Public Works Assistance provided, including salaries, overtime, materials, and supplies, equipment operation, and other necessary expenses. The Requesting Party will reimburse the Sending Party providing the Public Works Assistance for that amount or other such amount as mutually negotiated. Such charges are not contingent upon the availability of federal or state government funds. A Party may request a list of rates from another Party prior to requesting assistance.

V. RESPONSIBILITY AND LIABILITY

Subd. 1. **Personnel**. Each Party shall be responsible for its own personnel and equipment, and for injuries or death to any such personnel or damage to any such equipment. Responding personnel shall be deemed to be performing their regular duties for each respective Sending Party for purposes of workers' compensation.

Subd. 2. **Worker's Compensation**. Each Party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing Public Works Assistance pursuant to this Agreement. Each Party, and where applicable its insurer or coverage provider, waives the right to sue any other Party for any worker's compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries or death were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Subd. 3. **Damage to Equipment**. Each Party shall be responsible for damages to or loss of its own equipment. Each Party, and where applicable its insurer or coverage provider, waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees or volunteers.

Subd. 4. **Liability**. For the purposes of the Minnesota Municipal Tort Liability Act (Minnesota Statutes, Chapter 466), the employees and officers of the Sending Party are deemed to be employees (as defined in Minnesota Statutes, section 466.01, subdivision 6) of the Requesting Party.

The Requesting Party agrees to defend and indemnify the Sending Party against any claims brought or actions filed against a Sending Party or any officers, employees, or volunteers of a Sending Party for injury or death to any third person or persons or damage to the property of third persons arising out of the performance and provision of Public Works Assistance pursuant to the Agreement. Under no circumstances, however, shall a Party be required to pay, on behalf of itself and other Parties, any amount in excess of the limits of liability established in Minnesota

Statutes, chapter 466, applicable to any one Party. The limits of liability for some or all of the Parties may not, as provided in Minnesota Statutes, section 471.59, subdivision 1a, be added together to determine the maximum amount of liability for any Party.

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Sending Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes, chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among the Parties and to permit liability claims against the Parties from a single occurrence to be defended by a single attorney. However, the Sending Party, at its option and at its own expense, shall have the right to select its own attorney or approve a joint attorney as appropriate, considering potential conflicts of interest. Nothing in this Agreement is intended to constitute a waiver of any immunities and privileges from liability available under federal law or the laws of Minnesota. If a court determines that the liability of a Party or Parties is not subject to the tort caps and liability exceeds the tort cap maximum, a Party shall be subject to liability only for the acts of its officers, employees and volunteers.

No Party to this Agreement nor any official, employee or volunteer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish Public Works Assistance or for recalling Public Works Assistance.

VI. EFFECTIVE DATE AND MODIFICATIONS

This Agreement shall become effective and operative beginning at 12:01 A.M., local time on July 1, 2018. The HCEM shall maintain a current list of the Parties to this Agreement and, whenever there is a change, shall notify the designated Sending Officials. Notice may be sent to the Sending Officials via email or through the United States Postal Service. No modification of this Agreement shall be effective unless it is reduced to writing and is approved by action of the governing body of each of the then current Parties.

VII. WITHDRAWAL AND TERMINATION

A Party may withdraw from this Agreement by its governing body adopting a resolution to withdraw. Withdrawal is effective after 30 days' written notice is provided to the HCEM. HCEM shall thereupon give notice of such withdrawal, and the effective date thereof, to all other Parties. Parties that have withdrawn may rejoin by following the procedure set forth in this Agreement. This Agreement will terminate with respect to all Parties if the total number of Parties to the Agreement falls below 11. HCEM shall notify the remaining Parties that the Agreement has terminated.

IN WITNESS WHEREOF, the Parties, by action of their respective governing bodies, caused this Agreement to be approved on the dates below.

(Each Party must attach a dated and signed signature page consistent with that Party's method of executing contracts.)

Entity: _____

Mailing Address:

Adopted on the ____ day of _____, 2018.

By: _____

Its: _____

By: _____

Its: _____

Attest:

By: _____

Its: _____

COUNCIL ITEM MEMORANDUM

DATE: 9/10/2018

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Doran Cote, Public Works Director

SUBJECT: Resolution Declaring Public Nuisance and Ordering the Removal Dead Tree

Requested Council Action:

- It is recommended that the City Council declare a public nuisance and order the removal of dead trees for certain properties as listed in the resolution.

Background:

The attached resolution represents the official City Council action required to expedite removal of dead trees that were recently marked by the City Tree Inspector and have become a public safety issue due to being a hazard. The removal of dead trees is defined in City Ordinance Chapter 20-202 and 19-101 through 19-106.

Property owners are given the opportunity to remove the dead tree on their own or enter into an agreement to allow the City to remove the dead tree. A minimal administrative charge of \$50 is applied to the costs associated with the tree removal when an agreement with the property owner is executed.

If the owner does not respond within ten (10) days, they are provided with a second notice notifying them of the City Council meeting where the dead tree is declared a public nuisance. If the property owner does not correct the violation or enter into an agreement, the City will remove the dead tree. A minimum administrative abatement service charge of \$150 will be imposed based on the cost of the abatement.

Budget Issues:

The cost of removal of dead trees located on private property is the responsibility of the respective property owner, and if unpaid, is specially assessed to the property.

Budget Issues:

The cost of removal of dead trees located on private property is the responsibility of the respective property owner, and if unpaid, is specially assessed to the property.

Strategic Priorities and Values:

Enhanced Community Image

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION DECLARING PUBLIC NUISANCE AND ORDERING THE REMOVAL OF DEAD TREE

WHEREAS, Brooklyn Center City Code Section 20-202 and 19-101 through 19-106, declares any dead tree a public nuisance and provides for abatement by the City if not corrected by the property owner; and

WHEREAS, removal of dead trees and abatement of the public nuisance is necessary to prevent the hazard and to protect the safety of the public in neighborhoods; and

WHEREAS, a Notice to Abate Nuisance and a Dead Tree Removal Agreement has been issued to the owners of certain properties in the City giving the owners ten (10) days to remove dead trees on the owners' property; and

WHEREAS, the City can expedite the removal of these dead trees by declaring them a public nuisance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, that:

1. The dead tree at the following address is hereby declared to be a public nuisance.

Property Address	Tree Type	Tree Number
6023 Lyndale Avenue N	Maple	47

2. After ten (10) days from the date of the initial notice, the property owner(s) was notified of the City Council action regarding the determination by the City Council declaring the dead tree a public nuisance.
3. The property owner(s) will receive a final written notice providing five (5) business days in which to contest the determination of the City Council by requesting, in writing, a hearing. Said request shall be filed with the City Clerk.
4. After five (5) days, if the property owner fails to request a hearing, the tree(s) shall be removed by the City. The cost of abatement shall be recorded and become the personal responsibility of the owner of record. If unpaid, the costs shall be specially assessed to the property in accordance with City codes and Minnesota Statutes Chapter 429.

RESOLUTION NO. _____

September 10, 2018

Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon 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.

COUNCIL ITEM MEMORANDUM

DATE: 9/10/2018

TO: Curt Boganey, City Manager

THROUGH: Meg Beekman, Community Development Director

FROM: Jesse Anderson, Deputy Director of Community Development

SUBJECT: Resolutions Certifying Special Assessments for Administrative Fines/Citations

Requested Council Action:

- *Motion to open Public Hearing for special assessments of administrative fines/citations.*
- *Motion to close Public Hearing for special assessments of administrative fines/citations.*
- *Motion to approve the attached resolutions certifying special assessments for administrative fines/citations.*

Background:

One Public Hearing is scheduled for September 10, 2018 to consider certification of proposed special assessments for abatements and administrative fines/citations. The City Council called for a Public Hearing for September 10, 2018 at its August 13, 2018 meeting. The Notice of Public Hearing was posted in the City's official newspaper, Sun Post, on August 23, 2018. All potentially affected property owners have been notified by certified mail of the date of the Public Hearing and the amount of the proposed special assessments. As of September 7, 2018, a formal appeal has not been made to City staff since the August 13, 2018 Council meeting.

There is no longer a public hearing required for abatements as all delinquent abatement accounts have been paid.

For administrative citations/fines, an appeal process is prescribed by City Ordinance Chapter 18. Information about the appeal process and time frames is provided with the citation notification.

Budget Issues:

An administrative fee and interest is added to the cost of the citations as part of the assessment process. These fees help recover some of the costs the City incurs related to services provided to specific properties. For accounting purposes, special assessment fees are included in the general fund as revenue. It is anticipated that these costs recovered through special assessments will be received in 2019, and are therefore included in the 2019 budget.

The levy roll for administrative fines/citation costs \$37510. An updated list will be provided at the Council Meeting reflecting payments made by September 7, 2018.

Strategic Priorities and Values:

Safe, Secure, Stable Community

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION CERTIFYING SPECIAL ASSESSMENTS FOR ADMINISTRATIVE FINES/CITATION COSTS TO THE HENNEPIN COUNTY TAX ROLLS

WHEREAS, the City of Brooklyn Center has caused Administrative Fines/Citation costs for certain properties within the City from July 1, 2017 thru June 30, 2018 under the authority of City Ordinance Section 18-204 and Minnesota Statutes, Section 429; and

WHEREAS, on September 10, 2018, certain Administrative Fines/Citation costs remained unpaid; and

WHEREAS, an assessment roll for unpaid accounts from July 1, 2017 thru June 30, 2018, a copy of which is attached hereto and made part hereof by reference, has been prepared by the City Clerk, tabulating those properties where Administrative Fines/Citation costs are to be assessed to each property; and

WHEREAS, City Ordinance Section 18-210 and Minnesota State Statute authorizes the certification of certain delinquent Administrative Fines/Citation accounts to the County tax rolls for collection; and

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for Administrative Fines/Citation costs.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota that:

1. The special assessment roll of Administrative Fines/Citation costs incurred from July 1, 2017 thru June 30, 2018 is hereby adopted and certified as Levy No. 19786.
2. The special assessments as adopted and confirmed shall be payable with ad valorem taxes in 2019, in one annual installment with interest thereon at four (4.0) percent per annum and shall bear interest on the entire assessment from October 1, 2018 through December 31, 2019.

RESOLUTION NO. _____

3. The owner of any property so assessed may at any time prior to the certification of the assessment to the County Auditor pay the whole of the assessment, to the City Treasurer, without interest, if the entire assessment is paid on or before October 10, 2018. After October 10, 2018, he or she may pay the total special assessment, plus interest. Interest will accumulate from October 1, 2018 through the date of payment. Such payment must be made by the close of business November 21, 2018 or interest will be charged through December 31 of the succeeding year.
4. The City Clerk shall forthwith transmit a certified duplication of this assessment to the County Auditor to be extended on the proper tax lists of the county and such assessments shall be collected and paid over in the same manner as other municipal taxes.

September 10, 2018
Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereon said resolution was declared duly passed and adopted.

Amended Special Assessment Certified Roll (Admin Fines/Citations)
 July 1, 2017 to June 30, 2018 Administrative Penalty/Citation
 Printed September 04, 2018

Municipal Code No. 22

Levy Runs One Year

<u>Levy No.</u>	<u>Property Address</u>	<u>Property ID</u>	<u>Pending Amount</u>	<u>Capital Interest Charge</u>	<u>Special Assessment Charge</u>	<u>Total Amount Certified</u>
19786	5807 Dupont Ave N	01-118-21-23-0096	125.00	10.00	30.00	165.00
19786	5529 Aldrich Dr N	01-118-21-31-0136	300.00	10.00	30.00	340.00
19786	5637 Girard Ave N	01-118-21-32-0078	975.00	10.00	30.00	1,015.00
19786	5302 Humboldt Ave N	01-118-21-33-0032	425.00	10.00	30.00	465.00
19786	5404 Girard Ave N	01-118-21-33-0044	125.00	10.00	30.00	165.00
19786	5410 Girard Ave N	01-118-21-33-0047	300.00	10.00	30.00	340.00
19786	5357 Colfax Ave N	01-118-21-34-0104	300.00	10.00	30.00	340.00
19786	5800 Logan Ave N	02-118-21-14-0025	300.00	10.00	30.00	340.00
19786	5344 Lilac Dr N	02-118-21-33-0011	125.00	10.00	30.00	165.00
19786	5301 Russell Ave N	02-118-21-34-0002	1,025.00	10.00	30.00	1,065.00
19786	5524 Irving Ave N	02-118-21-41-0024	125.00	10.00	30.00	165.00
19786	5557 James Ave N	02-118-21-41-0100	125.00	10.00	30.00	165.00
19786	5520 James Ave N	02-118-21-41-0119	125.00	10.00	30.00	165.00
19786	2023 Brookview Dr	02-118-21-42-0053	300.00	10.00	30.00	340.00
19786	2006 Brookview Dr	02-118-21-42-0106	600.00	10.00	30.00	640.00
19786	2113 55th Ave N	02-118-21-43-0117	300.00	10.00	30.00	340.00
19786	6019 Brooklyn Blvd	03-118-21-12-0017	750.00	10.00	30.00	790.00
19786	6001 Admiral Pl	03-118-21-21-0005	300.00	10.00	30.00	340.00
19786	5900 Pearson Dr	03-118-21-21-0013	300.00	10.00	30.00	340.00
19786	4450 58th Ave N	03-118-21-23-0001	300.00	10.00	30.00	340.00
19786	5706 June Ave N	03-118-21-24-0019	120.00	10.00	30.00	160.00
19786	4012 58th Ave N	03-118-21-24-0106	250.00	10.00	30.00	290.00
19786	5510 France Ave N	03-118-21-43-0090	300.00	10.00	30.00	340.00
19786	5247 Drew Ave N	10-118-21-12-0012	125.00	10.00	30.00	165.00
19786	3321 50th Ave N	10-118-21-13-0013	3,710.00	10.00	30.00	3,750.00
19786	3318 50th Ave N	10-118-21-14-0010	125.00	10.00	30.00	165.00
19786	4734 Twin Lake Ave	10-118-21-32-0039	1,500.00	10.00	30.00	1,540.00
19786	4718 Twin Lake Ave	10-118-21-32-0040	300.00	10.00	30.00	340.00
19786	4207 Lakeside Ave 00220	10-118-21-32-0132	300.00	10.00	30.00	340.00
19786	4207 Lakeside Ave 00240	10-118-21-32-0152	300.00	10.00	30.00	340.00
19786	7240 West River Rd	25-119-21-42-0043	300.00	10.00	30.00	340.00
19786	6926 West River Rd	25-119-21-43-0039	300.00	10.00	30.00	340.00
19786	7224 Logan Ave N	26-119-21-41-0090	125.00	10.00	30.00	165.00
19786	7231 Morgan Ave N	26-119-21-42-0055	1,875.00	10.00	30.00	1,915.00
19786	7131 Halifax Ave N	27-119-21-31-0073	300.00	10.00	30.00	340.00
19786	7015 Brooklyn Blvd	27-119-21-33-0010	125.00	10.00	30.00	165.00
19786	6925 Scott Ave N	28-119-21-43-0013	125.00	10.00	30.00	165.00
19786	5325 70th Cir	28-119-21-43-0090	1,200.00	10.00	30.00	1,240.00
19786	7033 Unity Ave N	28-119-21-43-0118	2,000.00	10.00	30.00	2,040.00
19786	6342 Orchard Ave N	33-119-21-41-0016	4,475.00	10.00	30.00	4,515.00
19786	6424 Scott Ave N	33-119-21-42-0012	300.00	10.00	30.00	340.00
19786	6307 Scott Ave N	33-119-21-42-0126	900.00	10.00	30.00	940.00
19786	6124 Scott Ave N	33-119-21-43-0018	125.00	10.00	30.00	165.00
19786	6831 York Pl	34-119-21-11-0015	300.00	10.00	30.00	340.00

Amended Special Assessment Certified Roll (Admin Fines/Citations)
 July 1, 2017 to June 30, 2018 Administrative Penalty/Citation
 Printed September 04, 2018

Municipal Code No. 22

Levy Runs One Year

<u>Levy No.</u>	<u>Property Address</u>	<u>Property ID</u>	<u>Pending Amount</u>	<u>Capital Interest Charge</u>	<u>Special Assessment Charge</u>	<u>Total Amount Certified</u>
19786	6612 Ewing Ave N	34-119-21-13-0085	125.00	10.00	30.00	165.00
19786	3219 67th Ave N	34-119-21-14-0023	250.00	10.00	30.00	290.00
19786	6406 Indiana Ave N	34-119-21-31-0074	900.00	10.00	30.00	940.00
19786	6325 Kyle Ave N	34-119-21-32-0079	300.00	10.00	30.00	340.00
19786	4309 63rd Ave N	34-119-21-33-0022	900.00	10.00	30.00	940.00
19786	3106 64th Ave N	34-119-21-41-0021	300.00	10.00	30.00	340.00
19786	3307 Poe Rd	34-119-21-41-0070	125.00	10.00	30.00	165.00
19786	6300 France Ave N	34-119-21-42-0008	125.00	10.00	30.00	165.00
19786	6765 Humboldt Ave N	35-119-21-11-0022	2,400.00	10.00	30.00	2,440.00
19786	2801 64th Ave N	35-119-21-32-0062	125.00	10.00	30.00	165.00
19786	2801 63rd Ave N	35-119-21-33-0019	375.00	10.00	30.00	415.00
19786	6835 Colfax Ave N	36-119-21-21-0015	300.00	10.00	30.00	340.00
19786	1325 68th Ln N	36-119-21-22-0095	300.00	10.00	30.00	340.00
19786	811 67th Ave N	36-119-21-24-0013	250.00	10.00	30.00	290.00
19786	6412 Humboldt Ave N	36-119-21-32-0076	125.00	10.00	30.00	165.00
19786	6138 Colfax Ave N	36-119-21-34-0027	750.00	10.00	30.00	790.00
19786	6225 Bryant Ave N	36-119-21-34-0049	375.00	10.00	30.00	415.00
19786	6106 Aldrich Ave N	36-119-21-34-0091	300.00	10.00	30.00	340.00
Total:						37,510.00

Special Assessment Public Hearings

Administrative Citations/Fines

Presented by:
Jesse Anderson, Deputy Director of
Community Development



Special Assessment Background

- Minnesota State law allows cities to recover costs of certain types of services through special assessment
- Property owners have been sent a certified letter regarding the public hearing and the notice was in the August 23 sun post.
- The assessment will roll to Hennepin County on December 1 if they remain unpaid and be added to their 2019 property taxes.

Special Assessment Info

- All delinquent abatement accounts have been paid.
- As of today
 - Revised proposed levy rolls provided to City Council
 - Reflects payments made and adjustments based on any previous communication with staff
 - Received one emailed appeal at 3:00 today.
 - (Written appeals were due by 9/7/2018)
 - appeal include in updated levy roll

Recommended Procedure for Public Hearings

- Conduct all Public Hearings
- Appellants state basis for their appeal at front podium during Public Hearing
- Council may remove any *reasonable* appeal from proposed levy roll and adopt remaining proposed assessments
- Appellants provide contact information to staff
- Public Hearing continued for those properties
- Staff will review and provide report for appeals at upcoming City Council Meeting for review by City Council

Questions?

Thank you

Guidelines for Appellants

- People wishing to appeal should:
 1. Use the center podium in front of Council
 2. State their full name and their current address
 3. Provide the address of the property with the pending special assessment (if different)
 4. State the reason they think they should not have to pay the pending assessment costs
 5. Then appellants should provide contact information on the signup sheet



COUNCIL ITEM MEMORANDUM

DATE: 9/10/2018

TO: Curt Boganey, City Manager

THROUGH: N/A

FROM: Nathan Reinhardt, Finance Director

SUBJECT: Resolution Certifying Special Assessments for Delinquent Public Utility Service Accounts to the Hennepin County Property Tax Rolls

Requested Council Action:

- Motion to Approve

Background:

The City of Brooklyn Center annually certifies delinquent utility bills to Hennepin County. The certified bills become assessments on the property owner's following year's property tax bill.

This process starts with a letter to the customer notifying them that their account is past due and that the amount will be certified against their property taxes. This first letter details the process and the legal authority for certification. Accounts that continue to remain unpaid receive a second letter indicating that their account will be certified for collection with property taxes following a public hearing. The date, time and location for the public hearing are included in this notice. Customers that do not pay after the second letter are included in the final assessment roll.

The City has approximately 8,900 total utility accounts. Comparative number of accounts and dollars certified are as follows:

	<u># of Accounts Assessed</u>	<u>\$ Dollar Value</u>
2014	664	\$400,605.55
2015	641	\$389,828.35
2016	630	\$418,176.96
2017	624	\$459,319.92
2018	724	\$520,639.13

Budget Issues:

These delinquent utility billings recorded as receivables and recognized as revenues in the current budget year. However, the actual collections of these accounts will likely occur in future years.

Strategic Priorities and Values:

Safe, Secure, Stable Community

Member
moved its adoption:

introduced the following resolution and

RESOLUTION NO. _____

RESOLUTION CERTIFYING SPECIAL ASSESSMENTS FOR DELINQUENT
PUBLIC UTILITY SERVICE ACCOUNTS TO THE HENNEPIN COUNTY
PROPERTY TAX ROLLS

WHEREAS, the records of the Utility Billing Division list certain accounts as delinquent as of June 30, 2018; and

WHEREAS, the owners of the properties served by each delinquent account have been notified of the delinquency according to legal requirements; and

WHEREAS, Minnesota Statutes 444.075 and City Ordinances, Sections 4-105 and 4-201 authorize certification of such delinquent accounts to the County property tax rolls for collection; and

WHEREAS, a special assessment roll, a copy of which is attached hereto and made part hereof by reference, has been prepared by the City Clerk, tabulating those properties where a delinquent public utility account is to be assessed with the amount, including interest and service charges, to be assessed; and

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessments for delinquent utility service accounts.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, that:

1. The special assessment roll of delinquent public utility accounts is hereby adopted and certified as Assessment Roll No. 19780.
2. The special assessments as adopted and confirmed shall be payable with ad valorem taxes levied in 2018, in one installment with interest thereon at four (4.0) percent per annum, and shall bear interest on the entire assessment from October 1, 2018 through December 31, 2018.
3. The owner of any property so assessed may at any time prior to the certification of the assessments to the Hennepin County Auditor pay the entire assessment to the City, without interest, if the entire assessment is paid on or before October 11, 2018. From October 12, 2018, the owner may pay the entire assessment plus interest accumulated from October 1, 2018 through the date of payment. Such payments must be made by the close of business on November 21, 2018 or interest will be charged through December 31 of the succeeding year.

RESOLUTION NO. _____

4. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the Hennepin County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

September 10, 2018

Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon 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.

Levy #	Name	Service Address	Certification Balance	Property ID #	Cycle
19780	DOMINO'S PIZZA	1090 SHINGLE CREEK CROSSING STE 102	\$60.93	0211821230029	Cycle 5
19780	EDWIN TORRES	1100 62ND AVE N	\$153.19	3611921330015	Cycle 4
19780	CHRISTY HAYES	1112 62ND AVE N	\$130.85	3611921330017	Cycle 4
19780	ANGELA OSGOOD	1201 63RD LA N	\$757.00	3611921330063	Cycle 4
19780	ALEXIS CAMPBELL	1213 WOODBINE LA	\$430.96	2511921320072	Cycle 2
19780	MICHAELS STORES, INC.	1300 SHINGLE CREEK XING STE 112	\$850.15	0311821410040	Cycle 5
19780	BRENDA ROBERTS	1301 72ND AVE N	\$856.06	2511921320043	Cycle 2
19780	DATTREAS STEWART	1313 68TH LN N	\$272.35	3611921220064	Cycle 2
19780	MARIE HAMMONDS	1315 67TH LN N	\$1,053.00	3611921220113	Cycle 2
19780	VALERIE BLOUNT MCKISSACK	1316 68TH LN N	\$801.67	3611921220059	Cycle 2
19780	LISA VITA	1328 68TH LN N	\$1,000.04	3611921220090	Cycle 2
19780	SHARON USHER	1349 63RD LA N	\$725.09	3611921330084	Cycle 4
19780	GREGORY COLEMAN	1400 57TH AVE N	\$1,034.67	0111821230007	Cycle 4
19780	RICKIE HAYES	1511 71ST AVE N	\$1,010.79	2611921440059	Cycle 2
19780	PETER IMASUEN	1543 HUMBOLDT PL N	\$806.79	3511921110027	Cycle 2
19780	TRACEY FRANKLIN	1600 68TH LN N	\$125.06	3511921110044	Cycle 2
19780	THELMA JUAH	1601 67TH LN N	\$91.63	3511921110056	Cycle 2
19780	DOU VY	1601 70TH AVE N	\$213.66	2611921440049	Cycle 2
19780	LUE MOUA	1601 IRVING LA N	\$849.61	2611921440101	Cycle 2
19780	CHRISTIAN LY	1607 73RD AVE N	\$835.49	2611921410092	Cycle 2
19780	DAOUDA TRORE	1612 68TH LN N	\$888.58	3511921110041	Cycle 2
19780	ERIC BAUMGART	1612 71ST AVE N	\$476.47	2611921410032	Cycle 2
19780	TOUTEELE MOUA	1612 WOODBINE LA	\$1,112.48	2611921410096	Cycle 2
19780	JAMES KEATON	1618 AMY LA	\$1,129.00	2611921410053	Cycle 2
19780	ADEMOLA ADEGUN	1703 59TH AVE N	\$431.63	0211821140097	Cycle 4
19780	JOHN GEORGE	1706 AMY LA	\$217.76	2611921410055	Cycle 2
19780	RODERICK NEAL	1708 IRVING LA N	\$1,153.60	2611921440077	Cycle 2
19780	KRISTOPHER WILLIAMS	1711 73RD AVE N	\$954.78	2611921410107	Cycle 2
19780	JORDAN WEBBER	1800 69TH AVE N	\$1,000.95	2611921440086	Cycle 2
19780	SANGBAN W NGAIMA	1801 70TH AVE N	\$1,013.83	2611921440024	Cycle 2
19780	SCOTT HOLTHUS	1821 55TH AVE N	\$1,132.31	0211821440031	Cycle 6
19780	RICHARD VANDENBOS	1906 71ST AVE N	\$725.23	2611921420026	Cycle 2
19780	MNSF II ACQUISITIONS LLC	2006 BROOKVIEW DR	\$39.25	0211821420106	Cycle 6
19780	KIA LEE	2101 BROOKVIEW DR	\$446.74	0211821420052	Cycle 6
19780	SANDRA DURAN	2106 ERICON DR	\$790.25	0211821420101	Cycle 6
19780	FRANCISCO HERNANDEZ JR	2107 55TH AVE N	\$561.28	0211821430118	Cycle 6
19780	JOYCE O HACK	2112 69TH AVE N	\$1,594.46	2611921430104	Cycle 2
19780	VERONICA RAMOS	2206 54TH AVE N	\$176.27	0211821430127	Cycle 6
19780	MARY PETZEL	2306 BROOKVIEW DR	\$389.04	0211821310005	Cycle 6
19780	KEVIN SMITH	2306 ERICON DR	\$1,165.85	0211821310036	Cycle 6
19780	CHER LUE MOUA	2336 BROOKVIEW DR	\$206.72	0211821310022	Cycle 6
19780	ANTHONY KEOGH	2418 ERICON DR	\$849.18	0211821310017	Cycle 6
19780	WAYNE BROWN	2590 FREEWAY BLVD	\$769.20	3511921240007	Cycle 1
19780	PAUL T YANG	2601 65TH AVE N	\$127.96	3511921310015	Cycle 5
19780	ERVIN WRIGHT	2606 64TH AVE N	\$1,046.83	3511921320050	Cycle 5
19780	YANG XIONG	2612 65TH AVE N	\$257.81	3511921320004	Cycle 5
19780	JOEL BRYANT	2619 65TH AVE N	\$835.12	3511921320022	Cycle 5
19780	DALE CERNOHLAVEK	2700 OHENRY RD	\$917.24	3511921320082	Cycle 5
19780	DEDEH TOGBESON	2801 64TH AVE N	\$619.05	3511921320062	Cycle 5
19780	BRYAN AITKENS	2804 67TH LN N	\$573.17	3511921230013	Cycle 1
19780	SHELLEY JOHNSON	2807 NASH RD	\$1,032.68	3511921330037	Cycle 5
19780	KIMBERLY HOODIE	2812 67TH LN N	\$1,119.21	3511921230015	Cycle 1
19780	ARTHUR KADEN	2813 OHENRY RD	\$135.28	3511921320093	Cycle 5
19780	ROSA HOANG	2819 63RD AVE N	\$972.10	3511921330022	Cycle 5
19780	BUILD BY DESIGN	2840 67TH LN N	\$590.38	3511921230022	Cycle 1
19780	BUILD BY DESIGN INC.	2841 67TH LN N	\$1,472.35	3511921230034	Cycle 1
19780	ROBERT WALKER	2904 67TH LN N	\$775.87	3511921220042	Cycle 1
19780	HENRY R SCHWARTZ	2906 65TH AVE N	\$652.42	3511921320017	Cycle 5
19780	ROLAND LIVINGSTONE	2906 66TH AVE N	\$1,205.93	3511921230008	Cycle 5
19780	GEORGE BROWN	2907 63RD AVE N	\$863.82	3511921330024	Cycle 5

19780 GORDON STAFF	2918 63RD AVE N	\$745.07	3511921320099	Cycle 5
19780 STEVE PFEIFFER	2923 68TH LN N	\$977.78	3511921220039	Cycle 1
19780 MENIKA HORTON	3007 68TH AVE N	\$1,244.95	3411921110072	Cycle 1
19780 SHERRAL LUNDQUIST	3012 67TH AVE N	\$990.01	3411921140008	Cycle 1
19780 DARLENE PASLEY	3013 NASH RD	\$967.17	3411921440038	Cycle 5
19780 CHRISTOPHER P FAHEY	3018 61ST AVE N	\$1,094.51	0311821110014	Cycle 5
19780 TIMOTHY CAVANAUGH	3018 NASH RD	\$216.34	3411921440020	Cycle 5
19780 CARL F GOSSEN	3019 67TH AVE N	\$890.07	3411921140014	Cycle 1
19780 TIMUTI NEEPAY	3019 QUARLES RD	\$938.39	3411921410127	Cycle 5
19780 JEFFREY JOHNSON	3025 QUARLES RD	\$922.60	3411921140084	Cycle 5
19780 AIMEE COMBS	3100 64TH AVE N	\$1,158.57	3411921410020	Cycle 5
19780 WILLIAM DENZ	3100 THURBER RD	\$757.30	3411921110087	Cycle 1
19780 EILEEN CURTIS	3101 66TH AVE N	\$829.07	3411921140056	Cycle 5
19780 NATHAN EAGLE	3101 OHENRY RD	\$1,512.31	3411921410084	Cycle 5
19780 SELVIN BANKS	3106 66TH AVE N	\$344.33	3411921140042	Cycle 5
19780 DENY ARAGON	3107 63RD AVE N	\$913.49	3411921440006	Cycle 5
19780 VERONICA AMAYA-MENDEZ	3107 67TH AVE N	\$1,024.88	3411921140017	Cycle 1
19780 RANDY A SCHUEFTAN	3107 OHENRY RD	\$108.32	3411921410085	Cycle 5
19780 BETTY KUPHAL	3113 66TH AVE N	\$814.57	3411921140058	Cycle 5
19780 PERRY MARTIN	3117 LAWRENCE RD	\$950.93	3411921440108	Cycle 5
19780 TINA KNUTH	3119 66TH AVE N	\$2,446.39	3411921140059	Cycle 5
19780 RENEE WILSON	3200 MUMFORD RD	\$836.78	3411921440024	Cycle 5
19780 KENNETH FRIDAY	3200 QUARLES RD	\$1,087.45	3411921140075	Cycle 5
19780 BRUCE D OLSON	3201 THURBER RD	\$1,168.78	3411921110103	Cycle 1
19780 LOUNG SINGRONGSA	3206 62ND AVE N	\$426.20	3411921440065	Cycle 5
19780 JENNIFER KURTH	3206 65TH AVE N	\$931.79	3411921140029	Cycle 5
19780 JOSE GUTIERREZ	3206 LAWRENCE RD	\$400.12	3411921440095	Cycle 5
19780 WILLIAM HILL	3207 65TH AVE N	\$1,107.75	3411921410117	Cycle 5
19780 LATOYA JERRICK	3207 QUARLES RD	\$349.14	3411921140090	Cycle 5
19780 CECILIA CAMMUE	3212 QUARLES RD	\$104.01	3411921140073	Cycle 5
19780 SHATONYA GILLIAM	3213 67TH AVE N	\$531.79	3411921140022	Cycle 1
19780 TENEEISHIA HOLLIE	3219 67TH AVE N	\$1,091.40	3411921140023	Cycle 1
19780 ANDREA MOY	3224 64TH AVE N	\$990.15	3411921410029	Cycle 5
19780 NICOLE COATES	3300 MUMFORD RD	\$726.58	3411921440029	Cycle 5
19780 DAVID GLAUVITZ	3300 QUARLES RD	\$901.05	3411921140071	Cycle 5
19780 LAMON GARCIA	3301 68TH AVE N	\$854.60	3411921110054	Cycle 1
19780 KOU YANG	3301 LAWRENCE RD	\$1,037.06	3411921440114	Cycle 5
19780 SARA SCHOLL	3307 POE RD	\$945.05	3411921410070	Cycle 5
19780 ALBERT D COOKE	3313 POE RD	\$1,049.33	3411921410069	Cycle 5
19780 WILLIAM COLEMAN	3319 MUMFORD RD	\$1,106.92	3411921440057	Cycle 5
19780 YOUNG NYANGWESO	3406 WOODBINE LA	\$287.76	2711921410003	Cycle 1
19780 PETER WESTBROOK	3412 72ND AVE N	\$114.24	2711921410011	Cycle 1
19780 NICHOLAS RAMNARACE	3416 50TH AVE N	\$846.00	1011821130032	Cycle 6
19780 JEROME MOOT	3600 ADMIRAL LA	\$960.62	0311821130044	Cycle 5
19780 ADEDAYO DAWODU	3601 66TH AVE N	\$595.04	3411921130034	Cycle 3
19780 MARY ST CLAIR	3606 53RD AVE N	\$1,260.41	0311821430058	Cycle 5
19780 NEKEH BANKS	3609 ADMIRAL LA	\$83.84	0311821130049	Cycle 5
19780 CHIA LOR	3613 55TH AVE N	\$841.27	0311821430086	Cycle 5
19780 ERICK EDSTROM	3616 VIOLET AVE	\$978.22	2711921420122	Cycle 1
19780 STEPHEN REICHEL	3618 53RD AVE N	\$1,025.75	0311821430060	Cycle 5
19780 MICHAEL B GALE	3619 URBAN AVE	\$206.95	2711921430070	Cycle 1
19780 MELVIN ABBOTT	3620 VIOLET AVE	\$996.02	2711921420123	Cycle 1
19780 LENORA LAWRENCE	3700 53RD AVE N	\$899.95	0311821430061	Cycle 5
19780 JOHN OCONNOR	3700 66TH AVE N	\$1,090.42	3411921130024	Cycle 3
19780 JEFF KASEL	3701 53RD PL N	\$147.90	0311821430068	Cycle 5
19780 VICTOR OGUNBANWO	3701 66TH AVE N	\$1,155.80	3411921130027	Cycle 3
19780 KHAMBAV CHANTHAVONG	3707 72ND AVE N	\$344.20	2711921420089	Cycle 1
19780 DAVE KRAUSE	3724 VIOLET AVE	\$1,081.59	2711921420099	Cycle 1
19780 AMY E SCHNEIDER	3800 52ND AVE N	\$836.06	1011821210014	Cycle 6
19780 DEAN MORGAN	3800 ECKBERG DR	\$1,013.17	0311821310071	Cycle 5
19780 GBOLEY NYANWLEH	3801 61ST AVE N	\$681.19	0311821120077	Cycle 5

19780 ELLEN DOREE	3801 62ND AVE N	\$975.01	3411921340074	Cycle 3
19780 JOSEPH A NOURIE	3806 52ND AVE N	\$1,106.26	1011821210015	Cycle 6
19780 NATHAN KARINIEMI	3806 57TH AVE N	\$461.48	0311821240057	Cycle 5
19780 DAVID N VAN HORN	3806 58TH AVE N	\$239.74	0311821240081	Cycle 5
19780 JOHN OLSON	3806 72ND AVE N	\$877.87	2711921420063	Cycle 1
19780 MARY JOHNSON	3812 58TH AVE N	\$4,011.44	0311821240082	Cycle 5
19780 DANIEL VELA	3812 FRANCE PL	\$176.07	0311821240039	Cycle 5
19780 DEB SMITH	3818 COMMODORE DR	\$942.21	0311821210027	Cycle 5
19780 JOHNNY GILBERT	3847 OAK ST	\$201.84	1011821210077	Cycle 6
19780 TAMMY LENOIR	3901 62ND AVE N	\$1,043.12	3411921340071	Cycle 3
19780 DAWN TREBBY	3906 56TH AVE N	\$987.88	0311821310047	Cycle 5
19780 CASPIAN REMODELING LLC	3906 61ST AVE N	\$102.77	0311821210108	Cycle 3
19780 WILLIAM CLABOTS	3906 ECKBERG DR	\$858.33	0311821310065	Cycle 5
19780 CURTIS CEASE	3907 52ND AVE N	\$65.28	1011821210081	Cycle 6
19780 KENISHA WILSON	3918 57TH AVE N	\$229.98	0311821240050	Cycle 5
19780 OSCAR MARTINEZ	3918 58TH AVE N	\$1,956.80	0311821240088	Cycle 5
19780 KPOLUNWON DAHN	4001 JOYCE LA	\$1,193.35	3411921340105	Cycle 3
19780 ALBERT XIONG	4007 61ST AVE N	\$107.89	0311821210125	Cycle 5
19780 HUNG T NGUYEN	4007 62ND AVE N	\$61.71	3411921340067	Cycle 3
19780 DAVID BOURNE	4007 65TH AVE N	\$730.78	3411921310084	Cycle 3
19780 NICHOLAS SCHAFER	4012 62ND AVE N	\$1,214.55	3411921340049	Cycle 3
19780 GAO QIANG LIU	4013 65TH AVE N	\$721.11	3411921310085	Cycle 3
19780 OLUWAKEMI ALALE	4040 LAKESIDE AVE	\$716.26	1011821320001	Cycle 6
19780 STEPHANIE NEUFVILLE	4104 LAKESIDE AVE	\$192.08	1011821320008	Cycle 6
19780 KEITH BIROSH	420 67TH AVE N	\$1,061.59	3611921120021	Cycle 2
19780 WILLIAM TAMBLYN	4201 65TH AVE N	\$494.77	3411921310032	Cycle 3
19780 ALEXANDER TOPAH	4207 63RD AVE N	\$771.09	3411921340114	Cycle 3
19780 KARLI HAMMES	4212 65TH AVE N	\$1,066.23	3411921240048	Cycle 3
19780 EMILY C MORRIS	4212 JANET LA	\$685.75	3411921340002	Cycle 3
19780 DOMINIQUE DAVIS	4212 WOODBINE LA	\$276.55	2711921310085	Cycle 1
19780 AMMI XIONG	4213 62ND AVE N	\$206.72	3411921340059	Cycle 3
19780 JAMES JACKSON JR	4224 WINCHESTER LA	\$746.44	3411921240037	Cycle 3
19780 ANDREA JOHNSON	4306 65TH AVE N	\$1,292.44	3411921230065	Cycle 3
19780 AZINGO LLC	4309 63RD AVE N	\$118.05	3411921330022	Cycle 3
19780 AUDREY HALSTEAD	4400 WINCHESTER LA	\$1,015.90	3411921230046	Cycle 3
19780 OMAR SANNEH	4401 65TH AVE N	\$1,195.31	3411921320108	Cycle 3
19780 SHIRLEY GAGNON	4407 71ST AVE N	\$1,020.63	2711921320124	Cycle 1
19780 JAMES CAMPBELL	4413 71ST AVE N	\$257.26	2711921320062	Cycle 1
19780 ROGER ZIERKE	4507 71ST AVE N	\$1,078.83	2711921320059	Cycle 1
19780 LAURA WATTS	4507 KATHRENE DR	\$172.56	3411921320053	Cycle 3
19780 MICHAEL OTTO	4512 WINCHESTER LA	\$684.65	3411921230032	Cycle 3
19780 SAMMY XEE XIONG	4518 63RD AVE N	\$270.04	3411921320056	Cycle 3
19780 WILLIAM SCHMIDT	4613 WINCHESTER LA	\$313.22	3411921230073	Cycle 3
19780 ER-LEE BOLDEN	4700 63RD AVE N	\$775.17	3311921410030	Cycle 3
19780 MORTON J COBB	4706 63RD AVE N	\$96.80	3311921410029	Cycle 3
19780 ROBERT MARVIN	4711 TWIN LAKE AVE	\$189.64	1011821320198	Cycle 6
19780 RICHARD BECHT	4718 TWIN LAKE AVE	\$201.84	1011821320040	Cycle 6
19780 TERRANCE O KING	4805 WINGARD PL	\$73.87	2811921410017	Cycle 1
19780 ABDULAH MOHAMED	4807 WINGARD PL	\$891.71	2811921410016	Cycle 1
19780 EDDIE COLE	4818 HOWE LA	\$364.51	3311921140048	Cycle 3
19780 AX REP LP	4837 AZELIA AVE	\$5,924.76	1011821230006	Cycle 6
19780 PET CENTER	4900 FRANCE AVE N	\$241.05	1011821130069	Cycle 6
19780 JINA WORTH	4901 ZENITH AVE N	\$526.48	1011821140036	Cycle 6
19780 PET HOSPITAL	4902 FRANCE AVE N	\$1,947.57	1011821130069	Cycle 6
19780 JEANNE THEIS	4906 65TH AVE N	\$170.76	3311921140036	Cycle 3
19780 DARWIN L CRIMMINS	4913 HOWE LA	\$834.54	3311921140058	Cycle 3
19780 HUDA HASSEN	4913 WINCHESTER LA	\$833.32	3311921140024	Cycle 3
19780 PARIS DUNN	4933 BROOKLYN BLVD	\$922.96	1011821140015	Cycle 6
19780 VICTORIA HAMLIN	4937 BEARD AVE N	\$187.20	1011821130027	Cycle 6
19780 THOMAS E BOTTOLENE	4937 ZENITH AVE N	\$876.98	1011821140031	Cycle 6
19780 EDGAR TREMILLO LEON	4943 ABBOTT AVE N	\$765.79	1011821140046	Cycle 6

19780 JOHN WETTERHAHN	5007 65TH AVE N	\$1,031.84	3311921410104	Cycle 3
19780 SERGIO CORTES	5012 LILAC DR N	\$129.27	1011821130030	Cycle 6
19780 MIRIELE MEYA	5013 66TH AVE N	\$188.56	3311921140018	Cycle 3
19780 MORGAN ANN BARKLIND	5013 66TH AVE N	\$348.11	3311921140018	Cycle 3
19780 HELEN DORNSBACH	5013 WINCHESTER LA	\$189.64	3311921140028	Cycle 3
19780 DELORES RILEY	5017 BROOKLYN BLVD	\$877.28	1011821140069	Cycle 6
19780 CHONGTOU XIONG	5018 71ST AVE N	\$227.08	2811921440072	Cycle 1
19780 LARELLE HOLMES	5024 ABBOTT AVE N	\$388.67	1011821140086	Cycle 6
19780 DANIELLE M FIELD	5036 EWING AVE N	\$875.04	1011821130056	Cycle 6
19780 SUSAN MCKELVEY	5048 FRANCE AVE N	\$1,297.21	1011821120078	Cycle 6
19780 LORRAINE SETHER	5100 DREW AVE N	\$873.53	1011821120055	Cycle 6
19780 ROBERTO CASTRUITA	5106 70TH AVE N	\$1,108.18	2811921430032	Cycle 1
19780 JOYCE ZANE	5113 PAUL DR	\$767.42	3311921420128	Cycle 3
19780 JERALDINE K CARROLL	5113 WINCHESTER LA	\$915.81	3311921130030	Cycle 3
19780 THERESA GASMAN	5116 EWING AVE N	\$991.14	1011821120040	Cycle 6
19780 NENG XI ZHANG	5120 DREW AVE N	\$302.36	1011821120053	Cycle 6
19780 CHARLES E TURNER	5124 HOWE LA	\$1,003.30	3311921130060	Cycle 3
19780 JOSEPHINE BASSAR	5125 66TH AVE N	\$95.24	3311921130004	Cycle 3
19780 WILLIAM KRIER	5125 EWING AVE N	\$192.08	1011821120073	Cycle 6
19780 NICHOLAS DAVIS	5130 66TH AVE N	\$192.08	3311921130104	Cycle 3
19780 LAURA WARNER	5132 DREW AVE N	\$157.82	1011821120050	Cycle 6
19780 JAMES STARICHA JR	5200 WINCHESTER LA	\$175.00	3311921130023	Cycle 3
19780 TREMAYNE WILLIAMS	5201 XERXES AVE N	\$143.20	1011821110023	Cycle 6
19780 MARIA CRUZ MARTINEZ	5206 63RD AVE N	\$1,014.08	3311921420124	Cycle 3
19780 DAVID WEESE	5206 ELEANOR LA	\$429.19	3311921420074	Cycle 3
19780 SHARONDA HUDSON	5206 EWING AVE N	\$802.04	1011821120022	Cycle 6
19780 CHRISTOPHER TURAN	5206 PAUL DR	\$1,044.08	3311921420038	Cycle 3
19780 BRIAN MADDEN	5213 66TH AVE N	\$1,079.85	3311921130008	Cycle 3
19780 GARY R ANDERSON	5213 ELEANOR LA	\$1,031.37	3311921420108	Cycle 3
19780 KARIE PAGE-HOLDEN	5219 65TH AVE N	\$900.10	3311921420033	Cycle 3
19780 DIANE MACKI	5221 DREW AVE N	\$847.70	1011821120017	Cycle 6
19780 MAI MILLER	5229 GREAT VIEW AVE	\$332.37	1011821210026	Cycle 6
19780 ERIK BAKKE	5230 65TH AVE N	\$801.63	3311921130046	Cycle 3
19780 MARK NELSON	5230 66TH AVE N	\$361.39	3311921130098	Cycle 3
19780 CHOU YANG	5231 HOWE LA	\$1,282.46	3311921130091	Cycle 3
19780 ROSS A WEISS	5239 GREAT VIEW AVE	\$170.12	1011821210024	Cycle 6
19780 TRACY COLLEGE	5243 XERXES AVE N	\$143.20	1011821110012	Cycle 6
19780 BRIAN SOMKHAN	5256 TWIN LAKE BLVD E	\$336.95	1011821210033	Cycle 6
19780 TROY MACON	5300 BOULDER LA	\$984.61	3311921430054	Cycle 3
19780 MICHAEL N FLAIG	5300 TWIN LAKE BLVD E	\$1,050.27	0311821340018	Cycle 5
19780 JESSICA PEARSON	5301 COLFAX AVE N	\$415.23	0111821340087	Cycle 6
19780 RENEE LORD	5301 IRVING AVE N	\$201.84	0211821440044	Cycle 6
19780 GREGORY A TOROK	5302 FREMONT AVE N	\$847.63	0111821330125	Cycle 6
19780 MAYANLAY KROMAH	5303 FREMONT AVE N	\$45.84	0111821330001	Cycle 6
19780 SHERITTA SCROGGINS	5305 BRYANT AVE N	\$923.97	0111821340078	Cycle 6
19780 DEREK PRZYBYLA	5306 HOWE LA	\$179.88	3311921130069	Cycle 3
19780 SERGEY FOOKS	5306 PENN AVE N	\$170.12	0211821430003	Cycle 6
19780 KIM HULKE	5307 BRYANT AVE N	\$99.40	0111821340079	Cycle 6
19780 KENNETH BROWN	5307 HUMBOLDT AVE N	\$939.27	0211821440033	Cycle 6
19780 LARRY COX	5307 NEWTON AVE N	\$908.83	0211821430021	Cycle 6
19780 DIANA DEAJEH	5307 NORTHPORT DR	\$67.08	0311821430049	Cycle 5
19780 ROBERT ZIEGLER	5307 NORTHPORT DR	\$321.14	0311821430049	Cycle 5
19780 BEN DOSSMAN	5307 PENN AVE N	\$375.84	0211821340043	Cycle 6
19780 DOUG CLIFTON	5309 BROOKLYN BLVD	\$926.52	0311821440016	Cycle 5
19780 NICOLE HEIKKE	5309 EMERSON AVE N	\$179.88	0111821330120	Cycle 6
19780 GIANA DODSON	5310 72ND CIR	\$357.49	2811921420063	Cycle 1
19780 DANA SCHROEDER	5312 OLIVER AVE N	\$872.70	0211821430027	Cycle 6
19780 MAIN STREET RENEWAL	5316 COLFAX AVE N	\$676.13	0111821340125	Cycle 6
19780 DESIREE WILKERSON	5318 68TH AVE N	\$1,098.94	3311921120056	Cycle 1
19780 BEVERLY KILLEBREW	5318 ELEANOR LA	\$1,057.80	3311921420079	Cycle 3
19780 DENZEL ANDERSON	5319 NORTHPORT DR	\$430.00	0311821430047	Cycle 5

19780 MIKE JONES	5322 KNOX AVE N	\$94.52	0211821440064	Cycle 6
19780 JONATHAN SANDIERO SALDIVAR	5324 62ND AVE N	\$168.52	3311921430090	Cycle 3
19780 DONN BURSETH	5324 LILAC DR N	\$665.67	0211821330016	Cycle 6
19780 MICHAEL JOHNSTON	5326 HUMBOLDT AVE N	\$819.84	0111821330028	Cycle 6
19780 AMPHAVONE LITHYOUVONG	5328 EMERSON AVE N	\$199.40	0111821330150	Cycle 6
19780 PAUL GROSAM	5330 NEWTON AVE N	\$769.34	0211821430010	Cycle 6
19780 BOUKARY KABORE	5331 70TH CIR	\$267.29	2811921430089	Cycle 1
19780 ROBERT BURRELL	5331 ELEANOR LA	\$184.76	3311921420114	Cycle 3
19780 ELIZA MORRIS	5332 71ST CIR	\$89.16	2811921420021	Cycle 1
19780 ANNIE DELIS TIDWELL-JORDAN	5333 71ST CIR	\$1,087.73	2811921430162	Cycle 1
19780 ALISON WALK	5333 GIRARD AVE N	\$874.54	0111821330022	Cycle 6
19780 SCOTT KAMPSULA	5334 CAMDEN AVE N	\$190.66	0111821430080	Cycle 6
19780 JULIO COLORADO	5336 GIRARD AVE N	\$221.36	0111821330011	Cycle 6
19780 ANDREA PORTINGA	5336 NORTHPORT DR	\$961.24	0311821430092	Cycle 5
19780 JOSEPH GROVES	5337 GIRARD AVE N	\$184.39	0111821330023	Cycle 6
19780 NATHAN NEWBERG	5337 LYNDAL AVE N	\$757.31	0111821430017	Cycle 6
19780 MEGHAN ROBB	5338 71ST CIR	\$769.70	2811921430172	Cycle 1
19780 WOLLOR JAPPAH	5338 LOGAN AVE N	\$668.52	0211821440002	Cycle 6
19780 AMY BORGSTROM	5339 EMERSON AVE N	\$955.67	0111821330114	Cycle 6
19780 JOSHUA XIONG	5340 COLFAX AVE N	\$266.32	0111821340067	Cycle 6
19780 BARBARA J RETIC	5343 KNOX AVE N	\$814.60	0211821440004	Cycle 6
19780 COLLEEN PATRICK	5344 71ST CIR	\$920.76	2811921430173	Cycle 1
19780 KAREN CLARA	5344 MORGAN AVE N	\$401.08	0211821430057	Cycle 6
19780 PAUL W MILLER	5345 4TH ST N	\$913.56	0111821430062	Cycle 6
19780 SCOTT VINCENT	5345 JAMES AVE N	\$1,067.43	0211821440097	Cycle 6
19780 RANDALL COOK	5347 BROOKLYN BLVD	\$442.54	0311821440012	Cycle 5
19780 CAMERON TOUSLEY	5348 COLFAX AVE N	\$172.31	0111821340064	Cycle 6
19780 SCOTT C HUGHES	5348 NORTHPORT DR	\$866.79	0311821430042	Cycle 5
19780 JUSTIN HER	5350 KNOX AVE N	\$275.20	0211821440103	Cycle 6
19780 RANDALL COOK	5353 BROOKLYN BLVD	\$536.54	0311821440012	Cycle 5
19780 JAMES BREZINSKI	5355 EMERSON AVE N	\$146.23	0111821330111	Cycle 6
19780 DAVE HEALY	5401 4TH ST N	\$170.12	0111821430060	Cycle 6
19780 KRIS KIENZLE	5401 70TH CIR	\$950.16	2811921430086	Cycle 1
19780 JENNIFER OSTERBAUER	5404 GIRARD AVE N	\$824.36	0111821330044	Cycle 6
19780 ROBERT SMITH	5407 4TH ST N	\$835.20	0111821430059	Cycle 6
19780 BR CHRISTIANSEN	5407 HUMBOLDT AVE N	\$568.49	0211821440084	Cycle 6
19780 PATRICIA SULLIVAN	5407 LOGAN AVE N	\$868.34	0211821430064	Cycle 6
19780 STEVEN SWANSON	5412 COLFAX AVE N	\$803.80	0111821340059	Cycle 6
19780 CHRISTINE HENSLEY	5413 IRVING AVE N	\$902.29	0211821440140	Cycle 6
19780 CHARLES PATRICK	5413 LOGAN AVE N	\$634.05	0211821430063	Cycle 6
19780 DAVID HUSET	5414 KNOX AVE N	\$881.11	0211821440015	Cycle 6
19780 MILDRE JOHNSON	5415 71ST CIR	\$637.02	2811921430155	Cycle 1
19780 CHEIRRA FIELDS	5415 EMERSON AVE N	\$201.84	0111821330098	Cycle 6
19780 TIFFANY DUPONT	5415 PENN AVE N	\$923.65	0211821340022	Cycle 6
19780 GREG KNOLL	5418 JAMES AVE N	\$187.20	0211821440124	Cycle 6
19780 FELICIA DAVIS	5420 71ST CIR	\$1,059.52	2811921420024	Cycle 1
19780 JOSEPH DIBBLE	5422 HUMBOLDT AVE N	\$546.65	0111821330066	Cycle 6
19780 MICHAEL MUNSON	5424 EMERSON AVE N	\$952.48	0111821330086	Cycle 6
19780 LUXOR PROPERTIES LLC	5424 FREMONT AVE N	\$884.87	0111821330169	Cycle 6
19780 SHERRICE MAYBELL-FRAZIER	5430 MORGAN AVE N	\$329.32	0211821430082	Cycle 6
19780 LAMIN JARJU	5431 JAMES AVE N	\$403.80	0211821440128	Cycle 6
19780 JOHN DAVENPORT	5432 71ST CIR	\$959.60	2811921420026	Cycle 1
19780 NIA JONES	5433 71ST CIR	\$882.97	2811921430152	Cycle 1
19780 ALEE XIAHUE	5433 KNOX AVE N	\$799.83	0211821440018	Cycle 6
19780 VISHAL CHAINSUKH	5435 EMERSON AVE N	\$177.44	0111821330094	Cycle 6
19780 JULIA BALLARD	5440 HUMBOLDT AVE N	\$935.72	0111821330068	Cycle 6
19780 AMAD ZALLOUM	5441 BRYANT AVE N	\$188.46	0111821340126	Cycle 6
19780 JORRELL DONEY	5444 CAMDEN AVE N	\$187.20	0111821430047	Cycle 6
19780 AARON LAWSON	5447 BRYANT AVE N	\$898.75	0111821340049	Cycle 6
19780 GERALD W KAMROW	5447 EMERSON AVE N	\$814.68	0111821330093	Cycle 6
19780 KIA XIONG YANG	5451 HUMBOLDT AVE N	\$218.92	0211821440077	Cycle 6

19780 CHRIST COVENANT CHAPEL	5452 DUPONT AVE N	\$662.23	0111821340118	Cycle 6
19780 DONNA COINS	5452 EMERSON AVE N	\$1,606.28	0111821330157	Cycle 6
19780 BENJAMIN HAWKINS	5452 FREMONT AVE N	\$879.56	0111821330109	Cycle 6
19780 ALDORA DUFFAUT	5453 BRYANT AVE N	\$344.50	0111821340048	Cycle 6
19780 KIMBERLY MICAELUM	5455 FREMONT AVE N	\$833.34	0111821330033	Cycle 6
19780 NATALIE BRANCH	5500 JAMES AVE N	\$199.40	0211821410121	Cycle 6
19780 SARAH KENDEMA	5504 FREMONT AVE N	\$422.92	0111821320098	Cycle 6
19780 DEREK JON WOLF	5508 FREMONT AVE N	\$532.44	0111821320101	Cycle 6
19780 ZOE M HILDRETH	5509 LYNDAL AVE N	\$491.15	0111821420016	Cycle 6
19780 LAURA CULVER	5511 EMERSON AVE N	\$179.88	0111821320097	Cycle 6
19780 BARBARA MCLAUGHLIN	5516 KNOX AVE N	\$843.22	0211821410110	Cycle 6
19780 JEANNIE GILDEMEISTER	5520 JAMES AVE N	\$941.09	0211821410119	Cycle 6
19780 MARIA CARMEN COOKE	5524 GIRARD AVE N	\$362.07	0111821320033	Cycle 6
19780 JEFF SCHLOSSER	5525 KNOX AVE N	\$170.54	0211821410088	Cycle 6
19780 JOSE DOMINGO FRAGOSO AGUILAR	5527 HUMBOLDT AVE N	\$1,097.64	0211821410002	Cycle 6
19780 MARTIN GIL-SANDOVAL	5530 IRVING AVE N	\$131.08	0211821410023	Cycle 6
19780 ERIKA VILLEDA	5532 DUPONT AVE N	\$869.71	0111821310080	Cycle 6
19780 APRIL BUTERBAUGH	5533 GIRARD AVE N	\$849.47	0111821320054	Cycle 6
19780 DANTRAE L RANDOLPH	5538 GIRARD AVE N	\$841.19	0111821320035	Cycle 6
19780 DANI BECK	5540 FRANCE AVE N	\$634.95	0311821420021	Cycle 5
19780 PATRICIA BENNESS	5541 EMERSON AVE N	\$134.32	0111821320092	Cycle 6
19780 KATHERINE PERKINS	5541 LOGAN AVE N	\$339.62	0211821420009	Cycle 6
19780 5544 DUPONT LAND TRUST	5544 DUPONT AVE N	\$170.12	0111821310082	Cycle 6
19780 JOSHUA MEINNERT	5557 JAMES AVE N	\$342.31	0211821410100	Cycle 6
19780 MARTY CELUSNAK	5560 ALDRICH DR N	\$177.44	0111821310122	Cycle 6
19780 DAVE BRUNS	5600 HALIFAX AVE N	\$986.30	0311821310045	Cycle 5
19780 RYAN KUYKENDALL	5600 IRVING AVE N	\$179.88	0211821410020	Cycle 6
19780 TRAVIS WIDNER	5601 HALIFAX AVE N	\$1,208.43	0311821310003	Cycle 5
19780 MAITHA SHAMMARI	5601 LOGAN AVE N	\$359.28	0211821420120	Cycle 6
19780 BERNADETTE ANDERSON	5603 JAMES AVE N	\$2,051.39	0211821410059	Cycle 6
19780 CHRIS JOFFER	5604 FREMONT AVE N	\$165.24	0111821320113	Cycle 6
19780 DEBRA C TICEY	5607 LYNDAL AVE N	\$857.26	0111821420023	Cycle 6
19780 DEB OLSON	5615 HALIFAX AVE N	\$1,125.17	0311821310086	Cycle 5
19780 LUIS DELEON	5616 DUPONT AVE N	\$724.71	0111821310025	Cycle 6
19780 FORMAN STEWART	5621 HALIFAX AVE N	\$544.50	0311821310089	Cycle 5
19780 MARIO BARRETO	5624 CAMDEN AVE N	\$506.22	0111821420031	Cycle 6
19780 JESSE SALAZAR	5625 DUPONT AVE N	\$1,054.31	0111821320004	Cycle 6
19780 AMINA DIOURY	5625 FREMONT AVE N	\$835.60	0111821320022	Cycle 6
19780 JACQUELINE KIRCHOFF	5625 IRVING AVE N	\$307.44	0211821410040	Cycle 6
19780 CHRISTOPHER HAMMOND	5626 LOGAN AVE N	\$832.39	0211821410079	Cycle 6
19780 JOHN BUNCH	5630 BRYANT AVE N	\$461.14	0111821310096	Cycle 6
19780 FRANCISCO CAJINA	5633 LOGAN AVE N	\$487.76	0211821420005	Cycle 6
19780 GAO QIANG LIU	5636 HUMBOLDT AVE N	\$901.11	0111821320077	Cycle 6
19780 JAMES V HAMANN	5637 EMERSON AVE N	\$409.49	0111821320107	Cycle 6
19780 KER YANG	5638 COLFAX AVE N	\$228.68	0111821310010	Cycle 6
19780 ENJOLI VEIT	5642 DUPONT AVE N	\$179.88	0111821310018	Cycle 6
19780 LECESTER GLOVER	5642 EMERSON AVE N	\$1,659.39	0111821320017	Cycle 6
19780 EBRAHIMA DARBO	5650 DUPONT AVE N	\$527.10	0111821310016	Cycle 6
19780 JENNIFER DILLON-JONES	5651 JAMES AVE N	\$802.90	0211821410053	Cycle 6
19780 RORY MYSLIWIEC	5659 KNOX AVE N	\$876.16	0211821410068	Cycle 6
19780 BRITTNEY NELSON	5700 HUMBOLDT AVE N	\$337.01	0111821230009	Cycle 4
19780 MICHAEL F ONEILL	5701 HALIFAX AVE N	\$1,098.33	0311821240007	Cycle 5
19780 WILLIAM R FULLER	5705 CAMDEN AVE N	\$922.01	0111821240106	Cycle 4
19780 JOHN MOENGEN	5707 IRVING AVE N	\$214.04	0211821140078	Cycle 4
19780 MICHAEL MILLS	5714 FREMONT AVE N	\$170.12	0111821230022	Cycle 4
19780 THURMAN V FOSTER	5715 DUPONT AVE N	\$880.21	0111821230023	Cycle 4
19780 DORCAS N MATARA	5718 DREW AVE N	\$1,376.75	0311821130075	Cycle 5
19780 SANDRA FORBERG	5727 JAMES AVE N	\$1,027.47	0211821140035	Cycle 4
19780 RENAE SAUTER	5728 BRYANT AVE N	\$824.63	0111821240045	Cycle 4
19780 CHRIS ROSHAU	5730 DREW AVE N	\$337.08	0311821130073	Cycle 5
19780 MYRTLE HALL	5730 FREMONT AVE N	\$669.96	0111821230034	Cycle 4

19780 JEFFREY LEWIS	5732 KNOX AVE N	\$329.86	0211821140039	Cycle 4
19780 SHAWN M BROWN	5737 DREW AVE N	\$1,071.52	0311821130071	Cycle 5
19780 BRANDON THENG	5741 BRYANT AVE N	\$359.39	0111821240047	Cycle 4
19780 DANIELLE SAMUEL	5742 JAMES AVE N	\$968.26	0211821140064	Cycle 4
19780 ALISHA SIMMONS	5743 GIRARD AVE N	\$877.58	0111821230087	Cycle 4
19780 JEFFREY LEWIS	5746 IRVING AVE N	\$133.05	0211821140096	Cycle 4
19780 BBT SERIES XVI LLC	5759 BRYANT AVE N	\$239.35	0111821240049	Cycle 4
19780 JEREMY CHARLES	5759 BRYANT AVE N	\$251.69	0111821240049	Cycle 4
19780 AMOS GUAR	5800 DUPONT AVE N	\$997.09	0111821240025	Cycle 4
19780 ISABEL ORBE	5801 HALIFAX AVE N	\$1,002.82	0311821240104	Cycle 5
19780 SUSAN M JOHNSON	5805 SHORES DR	\$959.96	0311821230027	Cycle 5
19780 ADRIANA E CERON-SANCHEZ	5806 IRVING AVE N	\$745.34	0211821140069	Cycle 4
19780 DAVE BAUMANN	5807 DUPONT AVE N	\$75.00	0111821230096	Cycle 4
19780 CHEETARAH	5807 EMERSON AVE N	\$760.44	0111821230075	Cycle 4
19780 MCKEVHA THOMAS	5807 GIRARD AVE N	\$357.62	0111821230055	Cycle 4
19780 TIM DALY	5807 HALIFAX AVE N	\$958.61	0311821240103	Cycle 5
19780 DAN TILLMAN	5807 HUMBOLDT AVE N	\$594.89	0211821140066	Cycle 4
19780 KIMBERLY LACHAPELLE	5808 DUPONT AVE N	\$902.62	0111821240026	Cycle 4
19780 CARLOS LEON	5815 EWING AVE N	\$875.66	0311821130037	Cycle 5
19780 JEFFERY J HANSON	5815 JAMES AVE N	\$827.34	0211821140029	Cycle 4
19780 TROY DAVIS	5817 COLFAX AVE N	\$1,036.76	0111821240022	Cycle 4
19780 TIA YANG CHANG	5818 ADMIRAL LA	\$71.71	0311821130083	Cycle 5
19780 CHARLES DAVIS	5818 JUNE AVE N	\$44.86	0311821240111	Cycle 5
19780 NANCY FRENCH	5819 SHORES DR	\$246.28	0311821230034	Cycle 5
19780 NICHOLAS JONAS	5821 DREW AVE N	\$1,082.43	0311821130026	Cycle 5
19780 ROBERT DERDOSKI	5823 EMERSON AVE N	\$577.12	0111821230073	Cycle 4
19780 WALTER HUMPHREY	5825 DUPONT AVE N	\$512.16	0111821230093	Cycle 4
19780 MAY LOR	5829 EMERSON AVE N	\$170.12	0111821230072	Cycle 4
19780 WILLIAM F BIES	5831 FREMONT AVE N	\$187.20	0111821230060	Cycle 4
19780 AARON JAMES MANNINO	5831 HALIFAX AVE N	\$666.43	0311821240099	Cycle 5
19780 LERNELL D JAMES	5836 WASHBURN AVE N	\$1,043.69	0211821230005	Cycle 5
19780 BILL ASHFORD	5837 JAMES AVE N	\$219.00	0211821140098	Cycle 4
19780 GEORGE VEEDER	5837 UPTON AVE N	\$176.08	0211821230014	Cycle 5
19780 SHEILA WILLIAMS-PRICE	5841 LAKE CURVE LA	\$151.39	0311821230037	Cycle 5
19780 ALICIA VASQUEZ	5842 BROOKLYN BLVD	\$1,010.57	0311821130040	Cycle 5
19780 LYNDIA DUNCAN	5842 JAMES AVE N	\$990.73	0211821140056	Cycle 4
19780 KEVIN SCHRAMMEN	5845 LAKE CURVE LA	\$971.67	0311821220029	Cycle 5
19780 PAUL SCULLY	5848 ALDRICH AVE N	\$747.49	0111821240072	Cycle 4
19780 MONSHARI CHANDLER	5850 KNOX AVE N	\$164.36	0211821140016	Cycle 4
19780 TYRONE LEE	5900 EMERSON AVE N	\$989.54	0111821220009	Cycle 4
19780 ANGEL GABRIEL AGUILAR GUERRERO	5901 DUPONT AVE N	\$871.27	0111821220008	Cycle 4
19780 CRIXUS DEVELOPMENTS LLC	5901 WASHBURN AVE N	\$238.53	0211821220025	Cycle 5
19780 PAMELA ARNESON	5901 ZENITH AVE N	\$864.75	0311821110083	Cycle 5
19780 JAMES CANNON	5907 WASHBURN AVE N	\$358.77	0211821220024	Cycle 5
19780 MARK K JOHNSON	5912 JUNE AVE N	\$367.55	0311821210079	Cycle 5
19780 QUEENA SLOAN	5914 FREMONT AVE N	\$783.18	0111821220093	Cycle 4
19780 JANE PARKER	5919 WASHBURN AVE N	\$1,000.07	0211821220022	Cycle 5
19780 JUSTIN HOFSETH	5927 DUPONT AVE N	\$905.05	0111821220005	Cycle 4
19780 JOHN H STOKER	5930 YORK AVE N	\$736.99	0311821110125	Cycle 5
19780 DARRIN JOHNSON	5931 ABBOTT AVE N	\$322.08	0311821110061	Cycle 5
19780 WILLIAM BACKEN	5935 DUPONT AVE N	\$529.61	0111821220004	Cycle 4
19780 DAWN SAUL	5936 YORK AVE N	\$912.88	0311821110126	Cycle 5
19780 CHRIS HARLSON	5937 LYNDIA AVE N	\$179.88	0111821120013	Cycle 4
19780 BRP II LLC	5942 ALDRICH AVE N	\$206.72	0111821210026	Cycle 4
19780 EVERRENE BONNICK	5949 WASHBURN AVE N	\$1,318.19	0211821220017	Cycle 5
19780 MARTIN MCDONAL	5951 EMERSON AVE N	\$1,231.57	0111821220017	Cycle 4
19780 DANNY WILLIAMS	5951 LYNDIA AVE N	\$942.65	0111821120011	Cycle 4
19780 ANTHONY MILLS	6000 FREMONT AVE N	\$802.71	0111821220054	Cycle 4
19780 COREY HESS	6000 JUNE AVE N	\$883.64	0311821210098	Cycle 5
19780 INLAND COM PROP	6000 SHINGLE CREEK PKWY	\$633.23	0211821120014	Cycle 4
19780 SUZANNE BUSS	6001 HALIFAX PL	\$935.75	0311821210057	Cycle 5

19780 WA YEE XIONG
 19780 JUSTIN DARGIS
 19780 IMMANEUL NAH
 19780 VICTOR GONZALEZ
 19780 DOROTHY YARBOROUGH
 19780 NICHOLAS SHOPEK
 19780 MATILDA DOUGLAS
 19780 MSR 1 ASSETS COMPANY LLC
 19780 GLORIA POINTER
 19780 INANG EFFIONG EKAH
 19780 JOHN NICKELL
 19780 CHAD TESMER
 19780 NEIL JACOBSON
 19780 LANA SWENSON
 19780 JOSEPH PALM
 19780 JEAN LEBEA
 19780 MAURICE ETA
 19780 DUSTIN LEE
 19780 CRISTA MURPHY
 19780 DANTE MILLER
 19780 IBIZA LLC
 19780 TAMMY SATHRE
 19780 JACK REED
 19780 JAMES C WHITE
 19780 HERNAN CRIOLLO
 19780 TIMOTHY RILEY
 19780 INLAND COM PROP
 19780 QUE VIET
 19780 RACHEL STINSON
 19780 ARCANGEL GUERRERO
 19780 ROMAN KAASA
 19780 GOVAN SINGH
 19780 JOHN CUMMINGS
 19780 ANDREW ARONS
 19780 MONICA SHOCKENCY
 19780 RONDA AL-HAKIM
 19780 BILL KOLBE
 19780 JEHOVAHJIREH CHURCH OF GOD
 19780 LATISHA WALKER
 19780 KAREN HOLTER
 19780 JUN WANG
 19780 THOMAS WAGNER
 19780 JEFFREY TOWEY
 19780 ALVINA LOPEZ
 19780 HUEY SAM FUNG
 19780 BRYAN LALL
 19780 KIMBERLY MALONE
 19780 ROMEO GONO
 19780 CANDACE R POLAND
 19780 WILLIAM LORENTZ
 19780 JASON OIE
 19780 CHRISTOPHER HAGEN
 19780 JESSICA MCLAIN
 19780 MICHAEL LUTZ
 19780 OLUBUNMI OLABIYI
 19780 TOM BROWN
 19780 EVELYN YAEGGY
 19780 LEE THAO
 19780 JOSIAH RASUGU
 19780 CHRISTINE BROWN
 19780 JOSE ALVARADO

6001 YORK AVE N
 6006 EMERSON AVE N
 6007 CAMDEN AVE N
 6007 PEARSON DR
 6007 VINCENT AVE N
 6013 EMERSON AVE N
 6013 XERXES AVE N
 6015 DUPONT AVE N
 6019 BROOKLYN BLVD
 6019 CAMDEN AVE N
 6019 JUNE AVE N
 6020 EMERSON AVE N
 6024 ALDRICH AVE N
 6024 CAMDEN AVE N
 6025 COLFAX AVE N
 6028 FREMONT AVE N
 6029 BRYANT AVE N
 6032 GIRARD AVE N
 6032 HUMBOLDT AVE N
 6035 BRYANT AVE N
 6037 COLFAX AVE N
 6038 LILAC DR N
 6042 ALDRICH AVE N
 6043 COLFAX AVE N
 6043 EWING AVE N
 6047 DUPONT AVE N
 6050 SHINGLE CREEK PKWY
 6100 BROOKLYN BLVD
 6100 EMERSON AVE N
 6100 GIRARD AVE N
 6101 FREMONT AVE N
 6101 XERXES AVE N
 6106 COLFAX AVE N
 6106 EMERSON AVE N
 6107 ALDRICH AVE N
 6107 QUAIL AVE N
 6114 BRYANT AVE N
 6120 XERXES AVE N
 6125 PERRY AVE N
 6127 LYNDAL AVE N
 6131 BRYANT AVE N
 6136 KYLE AVE N
 6137 REGENT AVE N
 6142 SCOTT AVE N
 6201 BROOKLYN BLVD
 6201 COLFAX AVE N
 6201 KYLE AVE N
 6207 LEE AVE N
 6212 JUNE AVE N
 6212 SCOTT AVE N
 6213 UNITY AVE N
 6217 MAJOR AVE N
 6218 DUPONT AVE N
 6218 MAJOR AVE N
 6219 QUAIL AVE N
 6220 BRYANT AVE N
 6221 CAMDEN AVE N
 6222 LILAC DR N
 6223 BROOKLYN DR
 6224 LEE AVE N
 6224 MAJOR AVE N

\$197.55 0311821110047 Cycle 5
 \$494.88 0111821220039 Cycle 4
 \$957.92 0111821210068 Cycle 4
 \$92.00 0311821210033 Cycle 5
 \$738.73 0211821220009 Cycle 5
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 \$408.11 0311821110038 Cycle 5
 \$389.28 0111821220035 Cycle 4
 \$940.72 0311821120017 Cycle 5
 \$788.97 0111821210066 Cycle 4
 \$989.61 0311821220008 Cycle 5
 \$586.63 0111821220041 Cycle 4
 \$228.82 0111821210073 Cycle 4
 \$1,054.93 0111821120039 Cycle 4
 \$90.17 0111821210013 Cycle 4
 \$531.50 0111821220058 Cycle 4
 \$918.42 0111821210094 Cycle 4
 \$903.53 0111821220074 Cycle 4
 \$564.20 0111821220090 Cycle 4
 \$886.16 0111821210093 Cycle 4
 \$149.39 0111821210011 Cycle 4
 \$175.00 0111821220091 Cycle 4
 \$326.94 0111821210070 Cycle 4
 \$881.01 0111821210010 Cycle 4
 \$234.14 0311821120082 Cycle 5
 \$785.71 0111821220030 Cycle 4
 \$2,380.08 0211821120015 Cycle 4
 \$4,668.10 3411921430047 Cycle 5
 \$922.92 3611921330025 Cycle 4
 \$854.76 3611921330011 Cycle 4
 \$1,061.05 3611921330010 Cycle 4
 \$205.60 0311821110017 Cycle 5
 \$1,037.20 3611921340023 Cycle 4
 \$136.78 3611921330026 Cycle 4
 \$831.61 3611921340096 Cycle 4
 \$500.59 3311921440034 Cycle 3
 \$1,040.63 3611921340012 Cycle 4
 \$1,102.88 3511921330064 Cycle 5
 \$975.63 3311921440044 Cycle 3
 \$750.55 3611921430021 Cycle 4
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 \$2,046.63 3411921430007 Cycle 3
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 \$182.32 3411921340095 Cycle 3
 \$973.57 3311921430024 Cycle 3
 \$1,149.71 3311921430092 Cycle 3
 \$835.35 3411921330065 Cycle 3
 \$614.24 3611921340073 Cycle 4
 \$1,146.40 3411921330060 Cycle 3
 \$1,279.15 3311921440027 Cycle 3
 \$181.12 3611921340081 Cycle 4
 \$807.50 3611921340044 Cycle 4
 \$210.37 3611921340076 Cycle 4
 \$1,997.23 3511921330052 Cycle 5
 \$648.14 3411921330037 Cycle 3
 \$1,002.73 3411921330059 Cycle 3

19780 TENG HER
 19780 FRANCIS CROWLEY
 19780 JASON STANFORD
 19780 CLEMENT WRIGHT
 19780 LOREN DEL CROWE
 19780 CHAD JACKSON
 19780 ROBERT ELFTMANN
 19780 JASON BLANSKI
 19780 MAI SHOUA XIONG
 19780 LANETTE LAWVER
 19780 MEKEAL WELCH-COLLINS
 19780 NICOLE D CHIVERS
 19780 ROSALENE LEE
 19780 DIANN TUCKER
 19780 COLLEEN KUSHINO
 19780 AMAY YANG
 19780 WILLIAM A HILL
 19780 KOU XIONG
 19780 RICHARD CHRISTOPHERSON
 19780 DEBRA SPARKS
 19780 KHADER WAZWAZ
 19780 DENNIS SMALL
 19780 BILLY STALEY
 19780 TOU KILLEN
 19780 TAMMY WINTERS
 19780 BONNIE VARNES
 19780 ALAN MILLER
 19780 KOLADE AKINYEDE
 19780 SUE XIONG
 19780 TROY BAKER
 19780 MARA GIRTZ
 19780 LUCAS CARPENTER
 19780 HOWARD LEAKE
 19780 ZAMZAM GESAAD
 19780 TONG GE YANG
 19780 JOSEPH SCHORN
 19780 SHAWN SHOPEK
 19780 TAMALA SMITH
 19780 WILLIAM COLEMAN
 19780 CALVIN LEE
 19780 MOHAMED D HASSAN
 19780 CARLOS AQUINO
 19780 CHIA MOUA XIONG
 19780 GARY DAVIS
 19780 TOU YANG
 19780 MICHELE KRENZ
 19780 MARY ROONEY
 19780 AMANDA JENNIE
 19780 DANA DAVIS
 19780 SUSAN BATES
 19780 MICHELLE WHITLOCK
 19780 CHRISTIE JOHNSON
 19780 CHONG VUE
 19780 LUIS EDUARDO GONZALEZ
 19780 MICHAEL LAFAVE
 19780 PATRICIA LENERS
 19780 GEORGE NAMANY
 19780 TODD DOONAN
 19780 JON L HUDLOW
 19780 KAREN REVIER
 19780 MAI LEE

6225 BEARD AVE N
 6225 BRYANT AVE N
 6230 LEE AVE N
 6231 PERRY AVE N
 6234 LILAC DR N
 6236 MAJOR AVE N
 6237 QUAIL AVE N
 6241 MAJOR AVE N
 6242 LEE AVE N
 625 59TH AVE N
 6300 PERRY AVE N
 6301 UNITY AVE N
 6306 INDIANA AVE N
 6307 INDIANA AVE N
 6307 UNITY AVE N
 6308 HALIFAX DR
 6313 ORCHARD AVE N
 6315 FRANCE AVE N
 6318 KYLE AVE N
 6318 LEE AVE N
 6318 UNITY AVE N
 6319 BROOKLYN DR
 6319 PERRY AVE N
 6324 SCOTT AVE N
 6325 XERXES AVE N
 6327 REGENT AVE N
 6331 JUNE AVE N
 6331 PERRY AVE N
 6331 SCOTT AVE N
 6333 REGENT AVE N
 6336 FREMONT AVE N
 6337 DUPONT AVE N
 6343 KYLE AVE N
 6400 NOBLE AVE N
 6400 REGENT AVE N
 6401 LEE AVE N
 6401 SCOTT AVE N
 6401 UNITY AVE N
 6406 INDIANA AVE N
 6406 KYLE AVE N
 6407 BROOKLYN DR
 6407 EMERSON AVE N
 6407 MARLIN DR
 6407 PERRY AVE N
 6412 HUMBOLDT AVE N
 6412 INDIANA AVE N
 6412 PERRY AVE N
 6412 UNITY AVE N
 6413 DUPONT AVE N
 6413 NOBLE AVE N
 6418 FREMONT AVE N
 6418 ORCHARD AVE N
 6419 LEE AVE N
 6424 ORCHARD AVE N
 6424 REGENT AVE N
 6430 DUPONT AVE N
 6430 GIRARD AVE N
 6430 HUMBOLDT AVE N
 6431 MAJOR AVE N
 6436 PERRY AVE N
 6437 MARLIN DR

\$153.84 3411921430012 Cycle 5
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 \$1,323.18 3411921330036 Cycle 3
 \$185.24 3311921440038 Cycle 3
 \$798.86 3611921340061 Cycle 4
 \$1,225.18 3411921330057 Cycle 3
 \$432.34 3311921440024 Cycle 3
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 \$288.33 3411921330034 Cycle 3
 \$1,003.10 0111821130042 Cycle 4
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 \$1,054.02 3411921310099 Cycle 3
 \$1,150.63 3411921310046 Cycle 3
 \$467.05 3311921420104 Cycle 3
 \$308.41 3411921310031 Cycle 3
 \$1,496.96 3311921410044 Cycle 3
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 \$836.75 3311921420024 Cycle 3
 \$390.64 3411921410034 Cycle 5
 \$964.81 3311921420029 Cycle 3
 \$793.17 3411921320062 Cycle 3
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 \$832.85 3611921320002 Cycle 4
 \$731.14 3411921320076 Cycle 3
 \$233.56 3411921320026 Cycle 3
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 \$561.72 3311921420045 Cycle 3
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 \$818.38 3411921320101 Cycle 3
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 \$429.47 3311921410051 Cycle 3
 \$1,176.08 3411921310068 Cycle 3

19780 MISSISSIPPI VALLEY PROP LLC
19780 SERENA XEE YANG
19780 SYLVESTER BOBRAY
19780 CHRISTINA NGUYEN
19780 JED RANCOUR
19780 PEDRO ZUNIGA TORRES
19780 JOSEPH RAY
19780 JANIS SALO
19780 LEROY MASSAQUOI
19780 MAISOUA VANG
19780 CHRISTINA ADAMS
19780 MIKE BELL
19780 MARK HERSTROM
19780 ADOLPHUS HELB
19780 HUSSAIN KHAN
19780 JAMIE EDWARDS
19780 TROY KOUBSKY
19780 TANYA E PETERSON
19780 MARCO RODRIGUEZ
19780 BUILD BY DESIGN
19780 BEVERLY TESLOW
19780 DARIUS GILES
19780 HIMIE FREEMAN
19780 STACY DAVIS
19780 TIMOTHY JOHNSON
19780 MARIA FELICIANO
19780 LAURA LILLIGREN
19780 DIANA JIMENEZ CASTILLO
19780 DANIEL VESEL
19780 FRANCINE TRUEBLOOD
19780 DENNA RUCKER
19780 ELLEN HANSEN
19780 TERRANCE MAGALIS
19780 GEORGE W HUNT JR
19780 NGOC HUYNH
19780 KRISTEN SCHMITTOU
19780 ROBERT N OLSON
19780 RUFO ARDID-MARTINEZ
19780 JOHN E LEE
19780 KIMBERLY SYKES
19780 VIANKA TOMAHN
19780 MICHAEL MILLER
19780 KAREN EDEBURN
19780 EUGENE SUGGS
19780 RUTH M ELIAS
19780 SANDRA ADAME CAMACHO ET AL
19780 TANYA FLEMING
19780 DANIELLE MAAS
19780 DEKONTEE GAYE
19780 AYANTU GEMEDA
19780 GEORGE MARSHALL
19780 RAUL ERICKSON
19780 ELIZABETH P ROSARIO
19780 MICHAEL PRATT
19780 KEOKHONMA PHOMSOUKHA
19780 LORRAINE SENESCALL
19780 HARRY LEWIS
19780 JOHN SOLOMON
19780 DIANNA ANDERSON
19780 DANIEL O'BRIEN
19780 LATESHIA R ROBERTS

6440 JAMES CIR N
6442 KYLE AVE N
6443 NOBLE AVE N
6500 ORCHARD AVE N
6524 UNITY AVE N
6532 EWING AVE N
6536 RIVERWOOD LA
6543 BEARD AVE N
6601 CAMDEN DR
6606 CHOWEN AVE N
6607 EWING AVE N
6607 FRANCE AVE N
6613 CAMDEN DR
6616 IRVING PL N
6618 CAMDEN DR
6620 CAMDEN DR
6626 BRYANT AVE N
6633 XERXES PL N
6645 BRYANT AVE N
6654 XERXES PL N
6677 XERXES PL N
6707 QUAIL AVE N
6708 IRVING PL N
6712 TOLEDO AVE N
6713 CAMDEN AVE N
6713 TOLEDO AVE N
6715 PERRY AVE N
6718 ALDRICH AVE N
6718 DREW AVE N
6719 DUPONT AVE N
6719 QUAIL AVE N
6724 EWING AVE N
6724 WILLOW LA N
6725 ALDRICH AVE N
6725 BRYANT AVE N
6725 REGENT AVE N
6730 SCOTT AVE N
6730 TOLEDO AVE N
6733 EMERSON AVE N
6736 TOLEDO AVE N
6742 DUPONT AVE N
6801 DREW AVE N
6801 SCOTT AVE N
6806 BEARD AVE N
6806 EMERSON AVE N
6806 FRANCE AVE N
6807 ABBOTT AVE N
6807 DREW AVE N
6807 DUPONT AVE N
6811 COLFAX AVE N
6812 EWING AVE N
6812 ORCHARD AVE N
6812 ZENITH AVE N
6816 BRYANT AVE N
6817 BRYANT AVE N
6818 EWING AVE N
6818 TOLEDO AVE N
6819 EMERSON AVE N
6819 TOLEDO AVE N
6824 FREMONT PL N
6825 ZENITH AVE N

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\$1,069.82 3411921130060 Cycle 3
\$202.18 3611921130105 Cycle 2
\$1,322.39 3411921130014 Cycle 3
\$176.65 3411921130093 Cycle 3
\$831.17 3411921240056 Cycle 3
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\$269.44 3511921110061 Cycle 2
\$923.40 3611921130097 Cycle 2
\$792.72 3611921130096 Cycle 2
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\$834.35 3511921230075 Cycle 1
\$422.58 3611921240052 Cycle 2
\$1,092.18 3511921230048 Cycle 1
\$371.90 3511921230052 Cycle 1
\$2,345.97 3311921110078 Cycle 1
\$757.57 3511921110057 Cycle 2
\$378.91 3311921120044 Cycle 1
\$398.95 3611921210099 Cycle 2
\$989.00 3311921120038 Cycle 1
\$776.57 3311921110058 Cycle 1
\$321.12 3611921210093 Cycle 2
\$393.40 3411921120019 Cycle 1
\$292.52 3611921220014 Cycle 2
\$673.93 3311921110076 Cycle 1
\$484.58 3411921120013 Cycle 1
\$999.86 3611921120015 Cycle 2
\$955.40 3611921210087 Cycle 2
\$3,423.96 3611921210071 Cycle 2
\$1,004.00 3311921120100 Cycle 1
\$116.34 3311921120075 Cycle 1
\$650.97 3311921120041 Cycle 1
\$1,046.99 3611921220035 Cycle 2
\$1,077.95 3311921120040 Cycle 1
\$62.40 3611921210059 Cycle 2
\$1,093.95 3411921120047 Cycle 1
\$886.33 3311921120072 Cycle 1
\$1,243.65 3411921110038 Cycle 1
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\$455.84 3411921110035 Cycle 1
\$922.84 3411921120046 Cycle 1
\$808.32 3611921220008 Cycle 2
\$947.53 3611921210116 Cycle 2
\$918.00 3411921120050 Cycle 1
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\$733.02 3311921120014 Cycle 1
\$382.59 3611921220073 Cycle 2
\$1,072.32 3411921110068 Cycle 1

19780 SCHYNAE MANWA	6831 DUPONT AVE N	\$833.08	3611921220004	Cycle 2
19780 JOEY L LASH	6831 YORK PL	\$932.09	3411921110015	Cycle 1
19780 ROBERT SHAW	6836 ORCHARD AVE N	\$954.85	3311921110009	Cycle 1
19780 JOSE RAMIREZ	6839 COLFAX AVE N	\$1,181.17	3611921210014	Cycle 2
19780 KEVIN P GUSTAFSON	6839 FREMONT PL N	\$833.47	3611921220101	Cycle 2
19780 JAMEY BAKKEN	6901 UNITY AVE N	\$824.19	2811921430058	Cycle 1
19780 DENA SPRAGGINS	6906 REGENT AVE N	\$1,127.73	2811921440067	Cycle 1
19780 PHILL SMOGER	6906 SCOTT AVE N	\$1,162.25	2811921430009	Cycle 1
19780 APRIL HECKARD	6907 FRANCE AVE N	\$899.67	2711921340064	Cycle 1
19780 QIAO LI	6910 FRANCE AVE N	\$317.65	2711921430062	Cycle 1
19780 JAMES ANDERSON	6912 MORGAN AVE N	\$1,013.15	2611921430009	Cycle 2
19780 DAN DEMPSEY	6915 MAJOR AVE N	\$1,051.46	2711921330042	Cycle 1
19780 ROBERT DIXON JR	6918 MAJOR AVE N	\$920.11	2711921330032	Cycle 1
19780 PHILLIP GRAY	6919 REGENT AVE N	\$407.02	2811921430004	Cycle 1
19780 CHA XIONG	6920 LEE AVE N	\$503.41	2711921330020	Cycle 1
19780 DOUGLAS BRUESHABER	6925 NEWTON AVE N	\$712.73	2611921430026	Cycle 2
19780 JOSEFINA GARCIA VALVERDE	6927 LEE AVE N	\$49.69	2711921330024	Cycle 1
19780 DESARAE SURRETT	6929 UNITY AVE N	\$154.90	2811921430065	Cycle 1
19780 SCOTT HAMILTON	6931 TOLEDO AVE N	\$1,927.83	2811921430041	Cycle 1
19780 SAMUEL OPARE-ADDO	6931 WILLOW LA N	\$903.82	2511921430025	Cycle 2
19780 SEAN SULLIVAN	6933 MAJOR AVE N	\$1,003.63	2711921330039	Cycle 1
19780 MICHAEL MCKINLEY	6936 EWING AVE N	\$1,146.25	2711921430028	Cycle 1
19780 JONATHAN EVARTS	6936 MAJOR AVE N	\$1,093.98	2711921330035	Cycle 1
19780 MENG LEE	6937 MORGAN AVE N	\$221.77	2611921430066	Cycle 2
19780 JOHN OTTO	6943 DREW AVE N	\$901.45	2711921430021	Cycle 1
19780 DAVID WYLIE	6943 PALMER LAKE DR W	\$1,008.11	2711921430093	Cycle 1
19780 LISA TESKE	6945 LEE AVE N	\$398.50	2711921330021	Cycle 1
19780 THOMAS WATSON	7000 KNOX AVE N	\$939.17	2611921440016	Cycle 2
19780 TUOQUELLIE G NIAGAWOE JR	7001 DUPONT AVE N	\$907.06	2511921330010	Cycle 2
19780 EMMANUEL NKETAH	7001 EMERSON AVE N	\$821.52	2511921330033	Cycle 2
19780 STEPHANIE HIGH	7001 MORGAN AVE N	\$392.79	2611921430064	Cycle 2
19780 MICHAEL BRADFORD	7001 QUAIL AVE N	\$916.27	2811921440047	Cycle 1
19780 TIARA HAMILTON	7001 UNITY AVE N	\$1,850.52	2811921430111	Cycle 1
19780 YIA VANG	7004 UNITY AVE N	\$192.45	2811921430075	Cycle 1
19780 JACOB BRYANT	7007 DUPONT AVE N	\$912.16	2511921330009	Cycle 2
19780 KARI DRISTE	7007 EWING AVE N	\$880.96	2711921430044	Cycle 1
19780 ANNA THOMAS	7012 EWING AVE N	\$843.58	2711921430032	Cycle 1
19780 SHUXING SUN	7012 UNITY AVE N	\$200.24	2811921430077	Cycle 1
19780 ABDALLA MOHAMED	7018 LOGAN AVE N	\$938.08	2611921440008	Cycle 2
19780 JOYCE A JALLAH	7018 MORGAN AVE N	\$1,136.59	2611921430054	Cycle 2
19780 GREGORY SPILLMAN	7025 EWING AVE N	\$984.92	2711921430041	Cycle 1
19780 BEATA L MARTELL	7025 GRIMES AVE N	\$779.75	2711921340026	Cycle 1
19780 LATRICE DAVIS	7025 HUMBOLDT AVE N	\$1,024.39	2611921440063	Cycle 2
19780 LAMAR WALKER	7030 NEWTON AVE N	\$929.72	2611921430074	Cycle 2
19780 AGHARESE AGHAYEDO	7031 EMERSON AVE N	\$988.12	2511921330028	Cycle 2
19780 DEBBIE PAINE	7031 JAMES AVE N	\$632.22	2611921440033	Cycle 2
19780 TIMOTHY J GRAHAM	7037 DREW AVE N	\$974.88	2711921430014	Cycle 1
19780 YA VANG	7038 BROOKLYN BLVD	\$1,008.90	2711921330084	Cycle 1
19780 SARAH DAVIS	7040 DREW AVE N	\$278.66	2711921430001	Cycle 1
19780 RACHEL GILBERT	7042 FRANCE AVE N	\$1,030.71	2711921430061	Cycle 1
19780 MARGARET GREEN	7042 LOGAN AVE N	\$881.59	2611921440004	Cycle 2
19780 EYVLIN W ADESINA	7042 QUAIL AVE N	\$58.29	2811921440032	Cycle 1
19780 CASSANDRA CARLSON	7048 EMERSON AVE N	\$883.38	2511921320093	Cycle 2
19780 DAVID FIEDLER	7049 EMERSON AVE N	\$1,153.13	2511921320088	Cycle 2
19780 ALEXIS ANTONIO HINOJOSA	7073 UNITY AVE N	\$634.15	2811921430140	Cycle 1
19780 ROSIE TIMS	7077 UNITY AVE N	\$175.70	2811921430141	Cycle 1
19780 RUSTY ARNTSON	710 58TH AVE N	\$172.56	0111821240082	Cycle 4
19780 SUSANNAH K GUAH	7100 HUMBOLDT AVE N	\$747.36	2511921320064	Cycle 2
19780 SAYGBAN KORMAH	7106 HUMBOLDT AVE N	\$912.24	2511921320063	Cycle 2
19780 BRYAN MASTIN	7110 QUAIL CIR E	\$1,030.00	2811921410191	Cycle 1
19780 SANDTRICE LOVALOY	7118 GIRARD AVE N	\$80.76	2511921320051	Cycle 2

19780 DELARNAS MCGHEE	7118 LEE AVE N	\$1,584.20	2711921320013	Cycle 1
19780 PA N VANG	7118 MAJOR AVE N	\$1,277.33	2711921320035	Cycle 1
19780 MARK EDSON	7118 NEWTON AVE N	\$664.95	2611921420047	Cycle 2
19780 SEIGONGHYR KORTI	7121 KNOX AVE N	\$1,031.92	2611921410010	Cycle 2
19780 LARRY LEAKS	7124 FREMONT AVE N	\$1,122.89	2511921320085	Cycle 2
19780 WEYU BEKUTO	7124 INDIANA AVE N	\$227.08	2711921310094	Cycle 1
19780 ISIDRO SANTELLANES	7125 EWING AVE N	\$979.28	2711921420015	Cycle 1
19780 TYLISE CAMPBELL	7133 UNITY AVE N	\$288.44	2811921420013	Cycle 1
19780 DEANE BROWN	7133 UNITY AVE N	\$362.27	2811921420013	Cycle 1
19780 JULIE M SAMPSON	7176 UNITY AVE N	\$904.32	2811921420037	Cycle 1
19780 THERESA HARRIS	7177 UNITY AVE N	\$213.66	2811921420094	Cycle 1
19780 JOSEPH DAVIES	7200 DUPONT AVE N	\$210.97	2511921310055	Cycle 2
19780 DEWEY R LEDIN	7200 NOBLE AVE N	\$112.55	2711921320048	Cycle 1
19780 TODD SCHOLL	7201 FRANCE AVE N	\$887.52	2711921310008	Cycle 1
19780 SHERRY GORSE	7202 PERRY CT E	\$551.06	2811921410091	Cycle 1
19780 MATTHEW ANDERSON	7204 HUMBOLDT AVE N	\$434.38	2511921320058	Cycle 2
19780 BARBARA LATHAM	7204 PERRY CT E	\$1,084.55	2811921410090	Cycle 1
19780 ALTON LANKFORD	7206 ALDRICH CT	\$153.28	2511921310041	Cycle 2
19780 DAVID HOPWOOD	7206 MORGAN AVE N	\$933.96	2611921420010	Cycle 2
19780 BARBARA DAISY	7206 NOBLE AVE N	\$1,030.00	2711921320049	Cycle 1
19780 SAMUEL WHITE	7207 EMERSON AVE N	\$1,059.35	2511921320080	Cycle 2
19780 JASON SPRANDEL	7207 GIRARD AVE N	\$977.19	2511921320031	Cycle 2
19780 MELANIE YANG	7207 JUNE AVE N	\$905.25	2711921320110	Cycle 1
19780 ANDREW NEW	7207 PALMER LAKE DR W	\$1,081.13	2711921410006	Cycle 1
19780 TIM NUS	7207 PERRY CT E	\$1,135.89	2811921410182	Cycle 1
19780 TOMMY VANG	7211 GIRARD AVE N	\$70.70	2511921320030	Cycle 2
19780 KEVIN J O'HARA	7212 ALDRICH CT	\$918.07	2511921310040	Cycle 2
19780 ESTEBAN MIRANDA	7212 GRIMES AVE N	\$180.09	2711921310011	Cycle 1
19780 ZAVAH PAUL YANG	7213 MAJOR AVE N	\$310.76	2711921320045	Cycle 1
19780 ROBERT SOLIMA	7215 DALLAS RD	\$213.66	2511921420038	Cycle 2
19780 DONNA MORRISON	7218 MORGAN AVE N	\$430.00	2611921420012	Cycle 2
19780 DAVID LEDIN	7221 WILLOW LA N	\$1,127.23	2511921410042	Cycle 2
19780 ANDREW JOHNSON	7224 MORGAN AVE N	\$893.19	2611921420013	Cycle 2
19780 AMY BERTRAM	7225 HALIFAX AVE N	\$811.63	2711921310066	Cycle 1
19780 LISA M CANNON-RATLIFF	7226 DALLAS RD	\$392.57	2511921420029	Cycle 2
19780 LARRY SAAS	7230 LEE AVE N	\$335.14	2711921320005	Cycle 1
19780 ROBERT WILSON	7230 NOBLE AVE N	\$332.05	2711921320001	Cycle 1
19780 CHONG MOUA THAO	7231 GRIMES AVE N	\$1,083.36	2711921310019	Cycle 1
19780 OLUBUNMI FALADE	7234 HUMBOLDT AVE N	\$464.29	2511921320052	Cycle 2
19780 ROY WARMBOLD JR	7236 DUPONT AVE N	\$577.93	2511921310061	Cycle 2
19780 RHONDA TROTTER	7236 KNOX AVE N	\$194.87	2611921410105	Cycle 2
19780 MN CLN SVC INC	7240 BROOKLYN BLVD	\$1,431.64	2811921410204	Cycle 1
19780 DORIS JEFFERSON	7243 BRYANT AVE N	\$61.38	2511921310045	Cycle 2
19780 TODD BULLOCK	7243 KNOX AVE N	\$194.66	2611921410101	Cycle 2
19780 TIARRA TOLIVER	731 WOODBINE LA	\$1,775.91	2511921310075	Cycle 2
19780 CHOUA YANG	801 73RD AVE N	\$653.01	2511921310086	Cycle 2
19780 STEPHANIE WASGATT	811 69TH AVE N	\$887.26	3611921210114	Cycle 2
19780 MICHAEL PRATT	824 WOODBINE LA	\$84.94	2511921310011	Cycle 2
19780 LARINDA MCKELVY	824 WOODBINE LA	\$193.88	2511921310011	Cycle 2
19780 JULIE SUCKOW	827 57TH AVE N	\$394.02	0111821310084	Cycle 6
19780 TENICA DAVIS	901 73RD AVE N	\$1,044.63	2511921310013	Cycle 2
19780 DAVID LAFAVOR	907 57TH AVE N	\$1,208.72	0111821310009	Cycle 6
19780 LEE A WALKER	912 WOODBINE LA	\$1,036.80	2511921310021	Cycle 2
19780 TOUA VANG	921 58TH AVE N	\$519.98	0111821240051	Cycle 4

Total number of accounts: 724

\$520,639.13

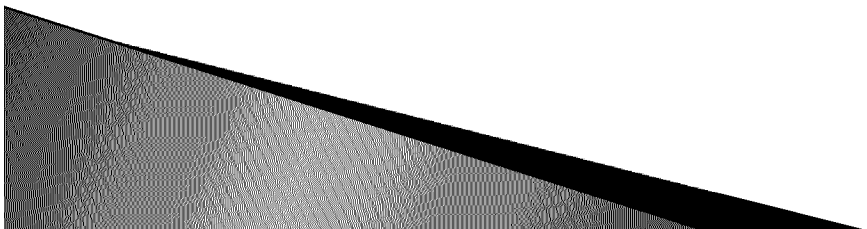
Special Assessment Public Hearing

Delinquent Utilities

City of Brooklyn Center
City Council Meeting
September 10, 2018

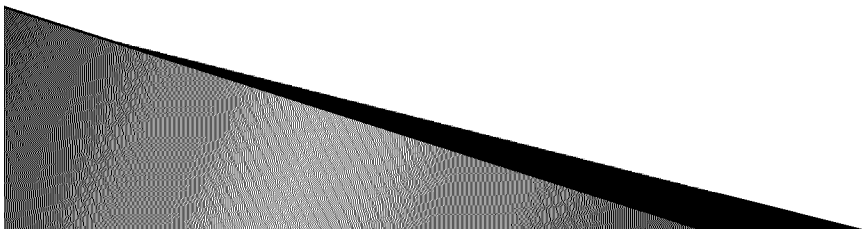
Special Assessment Background

- ▶ Minnesota State law allows cities to recover costs of certain types of services through special assessment to the property
- ▶ The City incurs costs of providing public utilities, typically recovered through user charges. If these user charges remain unpaid, the costs may be assessed to the property.
- ▶ Public hearing required.



Delinquent Utility Process

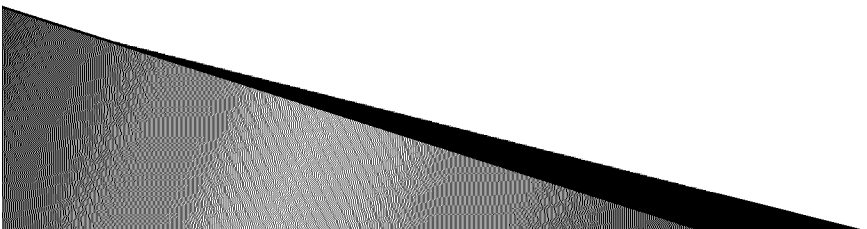
- ▶ Customer receives a regular utility bill (water/sewer/storm sewer/street light/ recycling)
- ▶ If utility bill is not paid, as of June 30, letter sent to customer notifying them the account is past due and amount will be certified against property taxes if not paid. Customers given opportunity to pay outstanding bill prior to certification.
- ▶ If utility bill continues to remain unpaid, second letter sent indicating account will be certified for collection with property taxes following a public hearing. This letter details process and legal authority for certification. Customers that do not pay their account balances after receipt of this letter included in the final assessment roll.



Summary

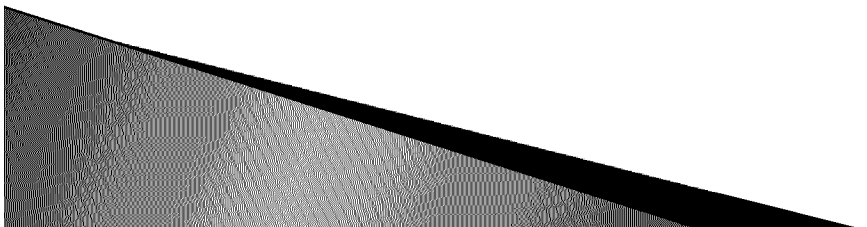
- ▶ Unpaid Charges – \$496,644
 - Last Year – \$459,320
 - Increase of 8.1%

- ▶ Unpaid Accounts – 677
 - Last Year – 624
 - Increase of 8.5%



Next Steps

- ▶ Conduct public hearing for Delinquent Public Utility accounts.
- ▶ Customers may provide a basis for their appeal during the public hearing.
- ▶ If needed, City Council may direct staff to investigate further and public hearing will be continued for those properties.
- ▶ Staff will review cases and provide report at upcoming City Council Meeting for review by City Council



COUNCIL ITEM MEMORANDUM

DATE: 9/10/2018

TO: Curt Boganey, City Manager

THROUGH: Meg Beekman, Community Development Director

FROM: Ginny McIntosh, City Planner / Zoning Administrator

SUBJECT: Resolutions Approving Planning Commission Application No. 2018-014, Requesting Preliminary and Final Plat Approval and Site And Building Plan Approval for 7256 Unity Avenue North

Requested Council Action:

- It is recommended that the City Council approve the resolutions regarding the disposition of Planning Commission Application No. 2018-014, for a Preliminary and Final Plat and Site and Building Plan approval, based on the submitted plans, findings of fact, and the subject to the conditions outlined in the Planning Commission Staff Report dated August 30, 2018.

Background:

On August 30, 2018, the Planning Commission conducted a public hearing on Planning Commission Application No. 2018-014, submitted by Dan Walsh of Community Housing Development Corporation, for the requested approval of the Preliminary and Final Plat for Unity Place, and Site and Building Plan approval for the construction of an approximately 2,600-square foot community/service building, approximately 550-square foot maintenance garage, and other related site improvements for the Subject Property located at 7256 Unity Avenue North.

Approval of the aforementioned requests would allow the Applicant to proceed with the HUD (Housing and Urban Development) financing necessary to make improvements to the 112 existing rental townhouse units within Unity Place, construct the community/service building, maintenance garage, and other site-related improvements. Approval of these requests would also result in the creation of an outlot for the floodway portion of the Subject Property and overall cleanup to the interior lot lines on the Subject Property.

Full consideration was given under a duly noticed public hearing and mail notifications were sent to surrounding property owners in accordance with the public hearing requirements. City staff received a number of phone calls from residents residing along 72nd Circle, as well as an in-person visit from a resident with properties on 71st Circle and Unity Avenue North. The questions addressed by residents were wide-ranging, and included inquiries as to: why they were receiving the notice, where the community/service building and maintenance garage would be built, if new dwelling units were to be built, how the project was to be financed and its impact on the City's tax base and resident property taxes, concerns relating to the construction timeline and the constriction of Unity Avenue North for construction equipment and materials, etc.

Some residents residing along 72nd Circle noted that dumping behind the Unity Place townhouse units has been an issue in the past. One resident noted that she has gone back to personally remove dumped items, however, as the dumping occurs on the Subject Property (Unity Place), the resident inquired as to what the Property Owner could do to address this recurring issue.

At the Planning Commission meeting on August 30, 2018, Dan Walsh of Community Housing Development Corporation noted that he had been unaware as to the extent of dumping until notification by City staff and addressed one of the residents, noting that he would work with the on-site management company to provide education to residents regarding proper trash disposal, and would incorporate requirements for on-site maintenance staff to proactively remove and properly dispose of items improperly dumped on the Subject Property.

In addition, the Applicant noted that they would incorporate these management and maintenance provisions into their formal management agreement to ensure it is in writing and enforceable. The Applicant also intends to install "no dumping" signage in multiple languages in key places around the perimeter of the Subject Property. Chair Randall Christensen noted that there may be opportunities to hold a special drop-off day for bulky items at Unity Place.

Upon close of the public hearing, the Planning Commission voted 6-0 in favor of the recommendation. Attached for your review are copies of the Planning Commission Report for Planning Commission Application No. 2018-014, dated August 30, 2018, a copy of Planning Commission Resolution No. 2018-014 (*Resolution Regarding the Disposition of Planning Application No. 2018-014 Submitted by Dan Walsh of Community Housing Development Corporation, Requesting Approval of the Preliminary and Final Plat for Unity Place*) and Resolution No. 2018-015 (*Resolution Regarding the Disposition of Planning Commission Application No. 2018-014 Submitted by Dan Walsh of Community Development Housing Corporation, Requesting Site and Building Plan Approval*) and draft copies of the Council resolutions.

Budget Issues:

None at this time.

Strategic Priorities and Values:

Safe, Secure, Stable Community

Planning Commission Report

Meeting Date: August 30, 2018

- Application Filed: 07/31/2018
- Review Period (60-day) Deadline: 09/29/2018
- Extension Declared: N/A
- Extended Review Period Deadline: N/A

Application No. 2018-014
Applicant: Dan Walsh (Community Housing Development Corporation)
Location: 7256 Unity Avenue North
Request: (1) Preliminary Plat/Final Plat of Unity Place (2) Site and Building Plan Approval for Construction of a One-Story Community/Service Building, Maintenance Garage, and Other Associated Site Improvements

INTRODUCTION

Dan Walsh of Community Housing Development Corporation ("the Applicant") is requesting review and consideration of a preliminary and final plat for Unity Place, commonly addressed as 7256 Unity Avenue North ("the Subject Property"), which would allow for the creation of an outlet for the floodway portion of the Subject Property and facilitate an overall cleanup to the interior lot lines of the Subject Property. Although the entire property is located on approximately 16.5 acres, approximately 10.95 acres are under consideration as part of the application requests.

This request is associated with additional requests to construct an approximately 2,600-square foot, one-story community/service building, 550-square foot maintenance garage, and other related site improvements (Exhibit A). These requests are part of larger plans to update the existing 112-unit affordable townhouse rental complex, which was originally constructed in 1978.

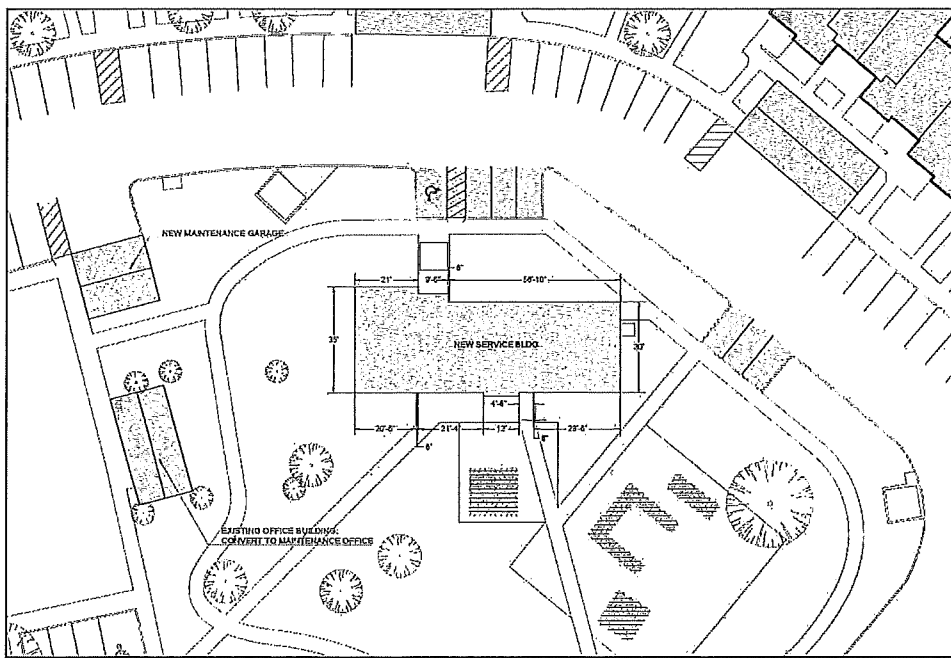


Image 1. Site Plan of Proposed Building Improvements.

Although the building and site plan request does not require a public hearing, the request for approval of the plat requires that a public hearing be scheduled in accordance with Section 15-104 (*Preliminary Plan*) of the Platting Ordinance. An Affidavit of Publication confirmed publication of the public hearing notice in the Brooklyn Center *Sun Post* on August 16, 2018 (Exhibit B). Mail notices were also sent to neighboring property owners.

COMPREHENSIVE PLAN AND ZONING STANDARDS

Land Use Plan: MF – Multi Family (High Density)

Neighborhood: Willow Lane

Current Zoning: R3 (Multiple Family Residence) District

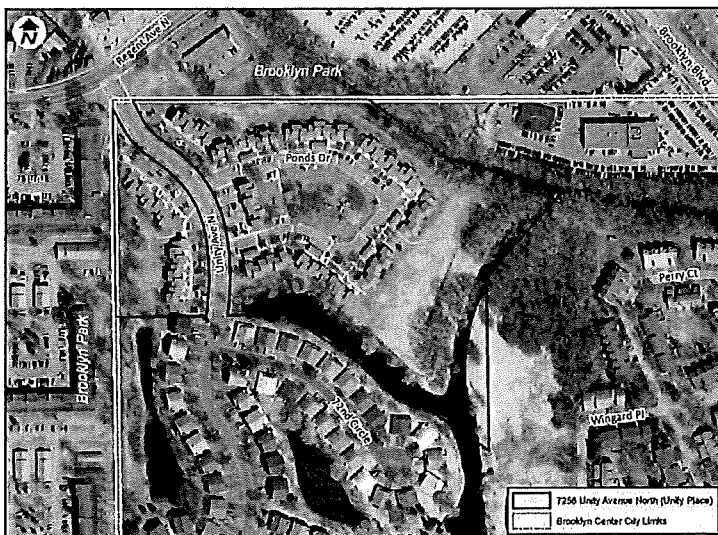
Surrounding Zoning: North: City of Brooklyn Park (VR – Village Redevelopment District)
East: R3 (Multiple Family Residence) District and PUD/C2 (Planned Unit Development/Commerce) District –Existing Mazda/Mitsubishi Dealership
South: PUD/C2 (Planned Unit Development/Commerce) and C2 (Commerce) Districts
West: City of Brooklyn Park (R6 – Multiple Family Residential District)

Total Site Area: Approximately 16.5 acres in total (~10.95 acres under consideration as part of Application)

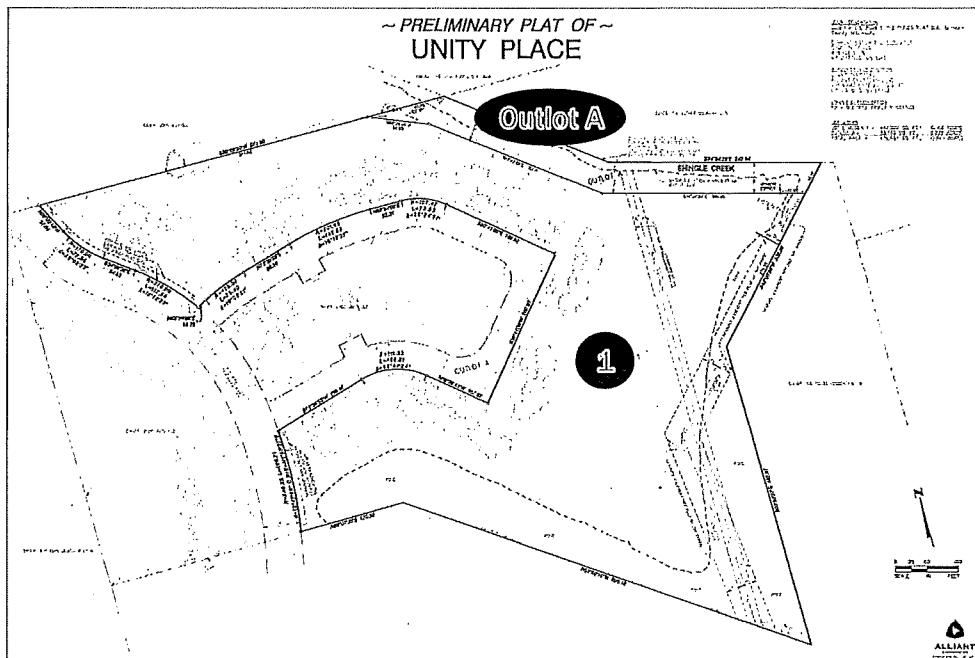
PRELIMINARY PLAT / FINAL PLAT

As part of the City Platting Ordinance requirements, preliminary and final plat approval is required to formally subdivide and consolidate Lots 1 to 113, Block 1 contained in THE PONDS PLAT SIX, according to the recorded plat thereof, Hennepin County, Minnesota. As proposed, the subdivision would result in the creation of:

Lot 1 – Approximately 10.17 acres
Outlot A– Approximately 0.78 acres



Map 1. Existing Lot Configuration of Subject Property.



Map 2. Preliminary Plat for Subject Property (Unity Place)

The proposed subdivision would allow for the creation of an outlot along Shingle Creek, which would ultimately separate the floodway portion of the Subject Property from that portion containing the Subject Property's improvements (i.e. dwelling units). This request is required as part of the Applicant's intent to apply for HUD financing, which would allow for the overall upgrading of the existing 112 townhouse units, construction of a new community/service building, maintenance garage, and site improvements. As part of HUD rules, financing cannot be granted for properties when the floodway is located on the same portion as the property to be financed (refer to Exhibit C). As part of any approval, the Applicant would continue ownership over the area that would become Outlot A.

Additionally, the existing plat (THE PONDS PLAT SIX) is a townhouse style plat originally intended for individual ownership. As the use of the Subject Property is for affordable rental housing, there is an opportunity to simplify Block 1 into one lot and one outlot, rather than the existing 113 lots. It should be noted that Blocks 2 (central commons area) and 3 (western portion of the Subject Property along Unity Avenue North) of THE PONDS PLAT SIX are not under consideration as part of the application and will remain in their current configuration.

Based on staff findings, staff recommends Planning Commission recommendation of the preliminary/final plat (Unity Place); subject to the Applicant complying with the comments outlined in the Assistant City Engineer's memorandum dated August 24, 2018 (Exhibit D), any comments received from Hennepin County, and any conditions as outlined in the Approval Conditions section of this Staff Report.

SITE AND BUILDING PLAN APPROVAL

In conjunction with the Applicant's request for preliminary and final plat approval of Unity Place, the Applicant is also requesting approval of the proposed site and building plan for the as proposed

construction of an approximately 2,600-square foot community/service building, 550-square foot maintenance garage and related site improvements.

Building and Site Layout

The Subject Property is currently developed with 11 separate attached-townhouse style residential buildings, for a total of 112 townhouse units, eight separate garage structures (32 garage spaces), one office management facility, and a playground located just east of the office building. The townhouse units are broken up into 62 two-bedroom units and 50 three-bedroom units.

In a zoning letter dated January 22, 2013, it was noted that there appeared to be a number of minor building and site encroachments noted in a survey on file. It was further clarified that the encroachments appeared to be original to when the overall Subject Property was developed around 1978, or possibly created by others than the current Property Owners. Based on this, the letter noted that the minor encroachments could be considered legal, non-conforming encroachments.

A number of non-building related encroachments, such as a chain link fence, entry sign, and retaining wall, were also identified. It was further outlined that these encroachments could be mitigated in order to address the issues and become compliant.

In addition to the construction of the proposed community/service building and maintenance garage, the Applicant also intends to install additional off-street parking and walking paths around the central commons area, new playground equipment, and a patio outside the community/service building. As upgrades are anticipated on the interiors of the 112 existing townhouse units, the Applicant also plans for the installation of new patios for those units.

Community/Service Building

The proposed approximately 2,600-square foot, one story community/service building would be located within the central commons area of the Subject Property, along Ponds Drive, which is a private road.



Image 2. Existing Central Commons Area of Unity Place.

The interior layout of the building notes that the new building would feature a fitness room with a 10-foot ceiling, a party room, a meeting room, and bathrooms. The existing leasing offices, which are currently located in another building just west of the proposed building, would be relocated into the new community/service building. The existing leasing office would then be converted into a maintenance office.

The new community/service building would feature a sloped roof and be approximately 16'10" to the underside of the sloped roof and 24 feet in height from grade to chimney peak. The exterior material use is proposed to utilize a combination of lap and panel siding, with asphalt shingles for the roof.

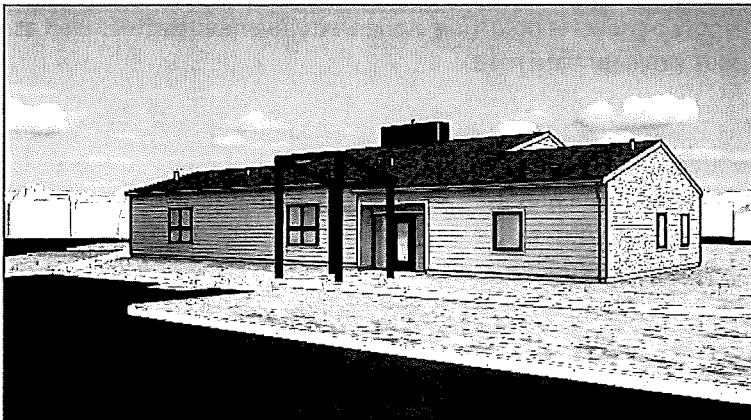
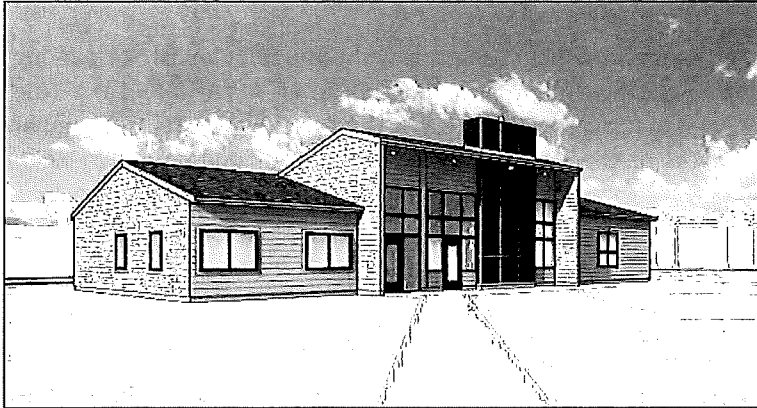


Image 2. Renderings of Proposed Community/Service Building.

Maintenance Garage

The proposed approximately 550-square foot maintenance garage would be located to the west of the proposed community/service building and would utilize cement board lap siding on the exterior. The proposed height of the maintenance garage would be approximately 13 feet in height, and would feature two single vehicle doors and a side door for access.

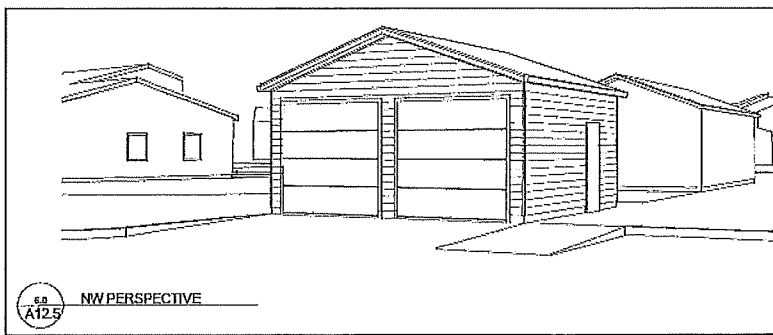


Image 3. Proposed Maintenance Garage.

Although the City does reference a set of unofficial design guidelines when reviewing site and building plan applications, these guidelines are directed towards commercial-style buildings and do not provide specifications for residential-type buildings.

Access and Parking

The minimum required number of parking spaces for the 112-unit townhouse complex is 224 parking spaces. This assumes two (2) parking spaces per dwelling unit. According to an ALTA/NSPS Land Title Survey, prepared by Alliant Engineering, and last dated May 2018 (Exhibit A), there are 158 regular striped parking stalls and 6 ADA parking spaces on the Subject Property. With the addition of 32 single-car garage stalls, there are a total of 196 parking spaces available on the Subject Property. This leaves a 28 parking space deficiency on the Subject Property.

As part of the proposal, the Applicant intends to install seven (7) additional parking spaces, including one ADA parking space and loading zone. This would leave the Subject Property with a deficiency of 21 parking spaces. Following conversations with the Public Works Department, it was noted that, in 2014, parking along Unity Avenue North was restricted to the east side of the roadway only. This was following a request by a resident to look into the overall safety and adequate passage of the thru lanes, particularly during the winter time when snow removal is occurring along Unity Avenue North as well as within the Unity Place parking lots and Ponds Drive (private road).

The proposed community/service building is intended for use by existing residents at Unity Place and the Subject Property currently provides areas of "Visitor Parking." Although the Subject Property is developed, there are still pockets around the central commons area where additional parking spaces could be installed to allow for additional parking that would further minimize the existing parking deficiencies. Per the site plans submitted, it appears additional parking spaces could be installed along the northeast corner of the commons area.

Parking spaces must be constructed per City Zoning Code minimum width (8 feet, 8 inches) and length (18 feet) requirements for 90-degree parking. A minimum of 24 feet in width is required for 90-degree, two-way traffic. Should parking be added within the bounds of the Subject Property along Unity Avenue North, the minimum 15-foot green strip requirement would need to be adhered to.

Ponds Drive, which encircles the commons area, is a private road. As part of the overall project, the Applicant intends to conduct a full mill and overlay of Ponds Drive.

LIGHTING | TRASH | SCREENING

Lighting

Per the City Zoning Code, "all exterior lighting shall be provided with lenses, reflectors, or shades, so as to concentrate illumination of the property of the owner or operator of said illumination devices." The submitted photometric plan notes lighting that will be of the cutoff type and identifies the total installation of 12 new light fixtures.

The Applicant should verify that the three (3) 20-foot high light poles proposed, which indicate a "medium cutoff," will be shielded, so as to concentrate light downward. Per the City Zoning Code, lighting shall not exceed three (3) foot candles measured at property lines abutting residentially zoned property, or 10 foot candles measured at the property lines abutting the street right-of-way or non-residentially zoned properties. As is specified, no glare shall emanate from or be visible beyond the boundaries of the illuminated premises.

The photometric plan notes that the maximum number of foot candles for any light poles or wall-pack fixtures around the central commons area of the Subject Property would be not more than 19 foot candles. The average number of foot candles indicated within the central commons area is 0.3 foot candles.

Trash

The Subject Property has three existing trash enclosures located around the perimeter of the central commons area. One trash enclosure is located just west of the proposed community/service building. The Applicant should verify that the existing trash enclosures have been maintained and that the dumpster lids and enclosure gates are closed when not in use. Additionally, trash enclosures must fully shield the trash dumpsters from view. The City has normally viewed trash enclosures as “accessory structures,” which are permitted with a minimum required setback of three (3) feet from side and rear lot lines.

Per phone conversations held with neighboring residents, concerns were identified regarding the overall maintenance of the trash enclosure facilities for the Subject Property, and specifically, dumping that has occurred along the southern property line of the Subject Property, between the townhouse units and an existing chain link fence along the adjacent waterway. Neighboring residents noted that bicycles, trash, furniture, etc., have been dumped in this area in the past and inquired as to how Unity Place could engage and educate residents about proper disposal and in the pickup of trash that is improperly disposed of, as it is seen from their backyards. As the southern property line of the Subject Property is within an identified floodplain, the Applicant/Property Owner (“Community Housing Development Corporation”) should be proactive in keeping the Subject Property clear of trash and debris.

Screening

The trash enclosure and any other ground mounted equipment (e.g., transformers, mechanical) shall be effectively screened from adjacent public rights-of-way and properties by a solid wall or fence constructed of wood, masonry, or other durable materials that are complementary to the materials used on the primary building. Per Chapter 12 (*Building Maintenance and Occupancy*) of the City Code, roof-mounted equipment shall also be screened from view through use of parapets, wall/fencing materials, or paint to match surrounding colors when visible from the public right-of-way. Per the plans submitted, it appears ground mounted equipment will be located alongside the new community/service building and would be screened from view.

Landscaping

The project submittal includes a detailed landscape plan, which illustrates the proposed planting schedule. Although City Code does not have any specific requirements on landscaping, the City has operated under and held new and redeveloped areas to complying with the City’s adopted Landscape Point System policy, which assigns points to a given site based on the acreage of a development. The point system requires commercial sites to provide a specific amount or number of landscaping units, and is based on the maximum percentage of certain materials (i.e., 50% shade trees; 40% coniferous trees; 35% decorative trees; and 25% shrubs).

Given a “Multi-Family Residential” use and assuming a 16.45 acre site, the Applicant would need to achieve a minimum of 1,167 points.

Table 1. Landscape Point System Policy

Planting Type	Minimum Size	Points Per Planting	Maximum Points (%)	Points Accrued
Shade (Deciduous) Trees	2 ½" diameter	10	50% or <u>584 points</u>	584 (78 trees x 10 = 780)
Coniferous (Evergreen) Trees	5' height	6	40% or <u>467 points</u>	234 (39 trees x 6 = 234)
Decorative (Ornamental) Trees	1" diameter	1.5	35% or <u>409 points</u>	1.5 (1 tree x 1.5 = 1.5)
Shrubs	12" diameter	0.5	25% or <u>175 points</u>	140.5 (281 shrubs x 0.5 = 140.5)
Total			100% or ~1,167 points	960 points

As summarized in Table 1 above, the submitted landscape plan, prepared by Alliant Engineering, and last revised July 25, 2018, was summarized by calculating the existing landscape inventory and indicated tree removals, as well as the proposed new landscaping. According to the information provided, the landscaping appears to be 207 points deficient in the amount of landscaping required for the 16.45-acre multi-family residential property. City staff will follow-up with the Applicant to determine whether there are any other decorative (ornamental) trees on the Subject Property currently (refer to *Landscape Inventory*), other than the one (1) serviceberry tree proposed. Staff will also determine whether the identified "overstory" in the *Landscape Provided* chart are trees that should be calculated in addition to those identified in the *Landscape Schedule*.

As part of any approval, the Applicant will need to install an irrigation system and provide shop drawings of the proposed irrigation system for City review.

ASSISTANT CITY ENGINEER REVIEW

Assistant City Engineer Andrew Hogg conducted a review of the application submittal and documents. Comments regarding this application can be found in the memorandum to City staff, dated August 24, 2018, and attached hereto (Exhibit D). It should be noted that some of the outlined conditions may be applicable at time of approval for future land disturbance or building permits.

The installation of all utility services and lines, and the finished grading of the Subject Property are to be reviewed and conducted under issuance of a Land Disturbance (Alteration) permit, which is reviewed and approved by City engineers, and inspected for completeness by City engineers and the Building Official. Per the memorandum, an NPDES permit will not be required as the total disturbed area does not exceed one (1) acre, however, as the disturbed area is 0.66 acres, it is requested that the Applicant attempt to install BMPs to improve water quality, wherever possible and feasible.

Unless otherwise approved by the City Engineer, the perimeters of all driving and parking areas shall be bounded by type B6-12 curb and gutter.

FIRE INSPECTOR REVIEW

The Applicant shall work to ensure all 2015 Minnesota Fire Code requirements have been met as part of any building and site plan approval. The Applicant shall work with the Fire Inspector to ensure the site plan meets 2015 Minnesota Fire Code provisions, including, but not limited to: maximum distance from fire hydrants, direct emergency access to riser/utility room to the community/service building, installation of a fire sprinkler system per City Code, and any required FDC connections.

SIGNAGE

No formal requests for approval were made as part of the application submittal. Any new signage would require conformance with Chapter 34 of the City Code (*Sign Ordinance*). Any requests beyond the allowances identified in the Sign Ordinance would require that the Applicant apply for and receive approval to deviate from the Sign Ordinance. The Applicant will need to file a separate Sign Permit application for any proposed signage.

It should be noted that the existing monument sign located along Unity Avenue North appears to be located within City right-of-way. The Applicant should identify opportunities to relocate the sign to meet the minimum Sign Code requirements. Should a new sign be installed, it will be required to meet the setback requirements of the Sign Code.

Based on staff findings, staff recommends Planning Commission recommendation of the requested approval of the submitted site and building plans; subject to the Applicant complying with the comments outlined in the Approval Conditions section of this Staff Report.

APPROVAL CONDITIONS

Staff recommends the following conditions be attached to any positive recommendation on the approval of Planning Commission Application No. 2018-014 for the Subject Property located at 7256 Unity Avenue North:

- a. **Plat Approval:** Approval of the preliminary and final plats are contingent upon the addressing of comments by Assistant City Engineer Hogg in his memorandum dated August 24, 2018, Chapter 15 of the City Code of Ordinances (*Platting*), and the successful recording of said plat with Hennepin County.

The proposed subdivision for Unity Place is as follows:

- Lot 1 – Approximately 10.17 acres
- Outlot A – Approximately 0.78 acres

1. **Building and Site Plan and Review:** The building plans are subject to review and approval by the Building Official with respect to applicable codes prior to the issuance of permits; and the final location or placement of any fire hydrants and other fire related building code items shall be reviewed and approved by the Fire Inspector.
 - a. Any major changes or modifications made to this Site and Building Plan can only be made by an amendment to the approved Site and Building Plan as approved by the City Council.
 - b. The Applicant shall work with City staff to identify additional opportunities to minimize the parking deficiency by adding off-street parking on the Subject Property. Should additional parking be identified, the site plans shall be revised as necessary as part of any building permit submittal.
 - c. The community/service building will require installation of a fire sprinkler system, per City Code.
 - d. A pre-construction conference shall be held with City staff and other entities designated by the City prior to issuance of a Building Permit.

2. **Agreements:**

- a. The Property Owner shall enter into a utility, facilities, and easement agreement for maintenance and inspection of utility and storm drainage systems as approved by the City Engineer prior to the issuance of building permits.
 - a. The preliminary plat should be updated to reflect all existing easements. If easements are found to be unrecorded, the easements shall be recorded at Hennepin County.
- b. The Developer shall execute a separate Performance Agreement with supporting financial guarantee approved by the City, which ensures the Subject Property will be constructed, developed, and maintained in conformance with the plans, specifications, and standards comprehended under this Site and Building Plan.
- c. The Developer shall submit an as-built survey of the property, improvements and utility service lines prior to release of the Performance Agreement financial guarantee.

3. **Engineering Review:** The Applicant agrees to comply with all conditions or provisions noted in the City Engineer's Review memo, dated August 24, 2018 (Exhibit D).

- a. A land disturbance (alteration) permit and building permit is required.
- b. Final grading, drainage, utility and erosion control plans and any other site engineering related issues are subject to review and approval by the City Engineer prior to the issuance of permits.

4. **Construction Standards:**

- a. Appropriate erosion and sediment control devices shall be provided on site during construction as approved by the City's Engineering Department.
- b. The Applicant shall complete a Construction Management Plan and Agreement and submit the associated deposit as part of a non-compliance provision.
- c. All work performed and materials used for construction of utilities shall conform to the City of Brooklyn Center Standard Specifications and Details.

5. **Facilities and Equipment:**

- a. Any outside trash disposal facilities and roof top or on ground mechanical equipment shall be appropriately screened from view.
- b. The Applicant shall work with City staff to determine whether adequate trash enclosures are provided on the Subject Property and ensure that all trash and debris is removed from the Subject Property in a timely manner. The Applicant should identify a plan to ensure trash is not dumped near the adjacent waterways along the rear portions of the townhouse units, and a plan for removal when dumping does occur.

6. **Landscaping:** All landscaped areas, including street boulevards, shall include approved irrigation systems to facilitate site maintenance.

- a. The Applicant shall work with City staff to revise the Landscape Plan to

- b. meet the minimum Landscape Points required per City policy.
 - c. Per City requirements, an irrigation system is required.
 - c. The contractor shall submit irrigation shop drawings for review and approval prior to installation.
- 7. **Signage:** The Applicant shall submit a Building Permit application for any proposed signage as part of the development proposal. Signage is subject to the Chapter 34 (*Sign Ordinance*).

RECOMMENDATION

Based on the above-noted findings, staff recommends the Planning Commission recommends:

The Planning Commission recommends City Council approval of the requested preliminary and final plat for Unity Place, subject to the Property Owner/Applicant complying with the comments outlined in the Assistant City Engineer's memorandum dated August 24, 2018 (Exhibit D), any comments received by Hennepin County, and any conditions as outlined in the Approval Conditions section of this Staff Report; and

The Planning Commission recommends City Council approval of the as proposed site and building plans for the Subject Property located at 7256 Unity Place North, subject to the Property Owner/Applicant complying with the conditions outlined in the Approval Conditions section of this Staff Report.

Should the Planning Commission accept these recommendations, the Commission may elect to adopt the draft resolutions to be provided at the scheduled Planning Commission meeting on August 30, 2018.

Attachments

Exhibit A- Selected Plans for Unity Place, prepared by Alliant Engineering, dated July 25, 2018.

Exhibit B- Affidavit of Publication, published in the Brooklyn Center *Sun Post* on August 16, 2018.

Exhibit C- Preliminary and Final Plat of Unity Place, prepared by Alliant Engineering, dated August 10, 2018, and National Flood Hazard Layer FIRMette for Unity Place, dated August 10, 2018.

Exhibit D-Memorandum, prepared by Assistant City Engineer Andrew Hogg, dated August 24, 2018.

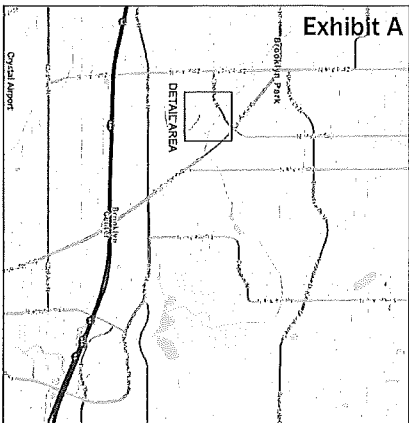


Exhibit A

GENERAL NOTES

1. ALL CONTRACTORS AND SUBCONTRACTORS ARE RESPONSIBLE FOR COORDINATING THEIR WORK WITH THE WORK OF OTHERS. NEITHER THE OWNER NOR THE ARCHITECT IS RESPONSIBLE FOR THE COORDINATION OF THE WORK OF THE CONTRACTORS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF THE WORK OF THE CONTRACTORS FOR EXTRA WORK RESULTING FROM FAILURES OF COORDINATION.
2. THE CONTRACTOR MUST ENSURE COMPLIANCE WITH ALL APPLICABLE CODES, REGULATIONS AND PERMITS GOVERNING THE WORK OR MATERIALS SUPPLIED.
3. THE CONTRACTOR SHALL RECORD ALL MODIFICATIONS AND/OR CHANGES TO THE WORK ON THE DRAWINGS. THE CONTRACTOR SHALL PROVIDE A COMPLETE AS-BUILT SET OF DRAWINGS TO THE ARCHITECT AT PROJECT COMPLETION.
4. IT IS THE INTENT OF THESE DRAWINGS TO DESCRIBE A COMPLETE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION SHOWN ON THE DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE ARCHITECT OF ANY DISCREPANCIES OR VARIATIONS FROM THE DRAWINGS.
5. EXISTING CONDITIONS SHOWN ON THE DRAWINGS ARE FROM OTHERS. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE CONDITIONS OF THE SITE PRIOR TO BIDDING AND CONSTRUCTION AND FOR IMMEDIATELY NOTIFYING THE ARCHITECT OF ANY DISCREPANCIES OR VARIATIONS FROM THE DRAWINGS.
6. THE CONTRACTOR MUST MAINTAIN AND PROTECT ALL EXISTING UTILITIES, FIBER OPTIC LINES, IRRIGATION SYSTEMS AND OTHER PUBLIC AND PRIVATE UTILITIES. THE CONTRACTOR, IN COOPERATION WITH THE APPROPRIATE UTILITY COMPANY, AT LEAST 48 HOURS PRIOR TO ANY CONSTRUCTION ACTIVITY, THE CONTRACTOR MUST CONTACT AND VERIFY THE EXACT LOCATION, SIZE AND DEPTH OF ALL UTILITIES.
7. THE CONTRACTOR SHOULD EXPECT TO FIND TELEPHONE CABLE, CABLE TELEVISION, FIBER OPTIC LINES, IRRIGATION SYSTEMS AND OTHER PUBLIC AND PRIVATE UTILITIES. THE CONTRACTOR, IN COOPERATION WITH THE APPROPRIATE UTILITY COMPANY, AT LEAST 48 HOURS PRIOR TO ANY CONSTRUCTION ACTIVITY, THE CONTRACTOR MUST CONTACT AND VERIFY THE EXACT LOCATION, SIZE AND DEPTH OF ALL UTILITIES.
8. PRIOR TO ANY WORK WITHIN THE PUBLIC RIGHT-OF-WAY THE CONTRACTOR MUST OBTAIN ALL NECESSARY PERMITS AND SUBMIT A TRAFFIC CONTROL PLAN COMPLYING WITH THE LATEST APPLICABLE MUNICIPAL REGULATIONS.

CONTACTS

OWNER

UNITY LIMITED PARTNERSHIP
614 Third First Street, Suite 100
Minneapolis, MN 55401
elizabeth@unitymn.org

ARCHITECT

MILES & ASSOCIATES, INC.
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glen@flanneryconstruction.com

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MECHANICAL ENGINEER

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jmd@james-d.com

ELECTRICAL ENGINEER

JAMES E. BUDNE, PE
3552 SHERMAN CT, SUITE 104
EAGAN, MN 55121
jbudne@gmail.com

DATE	REVISION	DESCRIPTION
07/18/18	1	ISSUED FOR BIDDING
07/25/18	2	REVISED PER COMMENTS
07/25/18	3	REVISED PER COMMENTS
07/25/18	4	REVISED PER COMMENTS
07/25/18	5	REVISED PER COMMENTS
07/25/18	6	REVISED PER COMMENTS
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07/25/18	98	REVISED PER COMMENTS
07/25/18	99	REVISED PER COMMENTS
07/25/18	100	REVISED PER COMMENTS

UNITY PLACE MODERNIZATION

HUD PROJECT NO. #####

7956 UNITY AVE N
BROOKLYN CENTER, MN 55429

PROJECT DATA				
UNITS	2BR	3BR	2BR ADA	3BR ADA
EXISTING	56	51	0	0
PROPOSED	53	48	5	3
PARKING	GRABER	STALL		
EXISTING	28	155		
PROPOSED	32	154		

UNITY PLACE GSF

Prepared by James & Associates Inc. 10/2018

UNIT NO.	UNIT TYPE	NO. OF RS	GSF	TOTAL
1001	2 BR	2	1,000	1,000
1002	2 BR	2	1,000	1,000
1003	2 BR	2	1,000	1,000
1004	2 BR	2	1,000	1,000
1005	2 BR	2	1,000	1,000
1006	2 BR	2	1,000	1,000
1007	2 BR	2	1,000	1,000
1008	2 BR	2	1,000	1,000
1009	2 BR	2	1,000	1,000
1010	2 BR	2	1,000	1,000
1011	2 BR	2	1,000	1,000
1012	2 BR	2	1,000	1,000
1013	2 BR	2	1,000	1,000
1014	2 BR	2	1,000	1,000
1015	2 BR	2	1,000	1,000
1016	2 BR	2	1,000	1,000
1017	2 BR	2	1,000	1,000
1018	2 BR	2	1,000	1,000
1019	2 BR	2	1,000	1,000
1020	2 BR	2	1,000	1,000
1021	2 BR	2	1,000	1,000
1022	2 BR	2	1,000	1,000
1023	2 BR	2	1,000	1,000
1024	2 BR	2	1,000	1,000
1025	2 BR	2	1,000	1,000
1026	2 BR	2	1,000	1,000
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1036	2 BR	2	1,000	1,000
1037	2 BR	2	1,000	1,000
1038	2 BR	2	1,000	1,000
1039	2 BR	2	1,000	1,000
1040	2 BR	2	1,000	1,000
1041	2 BR	2	1,000	1,000
1042	2 BR	2	1,000	1,000
1043	2 BR	2	1,000	1,000
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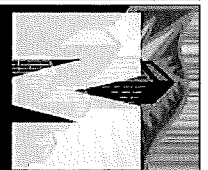


7596 UNITY AVE N
BROOKLYN CENTER, MN 55429

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

SIGNED: _____
DATE: _____ REG #13624

Miles & Associates



SET ISSUE DATE

PRICING	07.18.18
PRICING	07.25.18

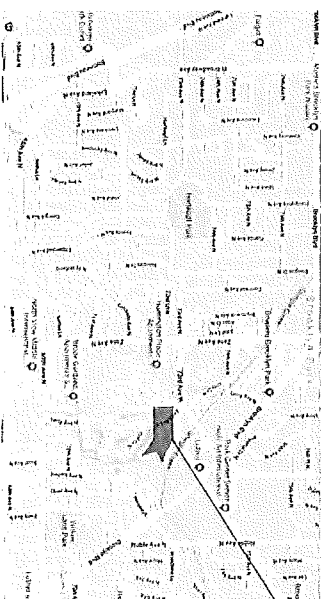
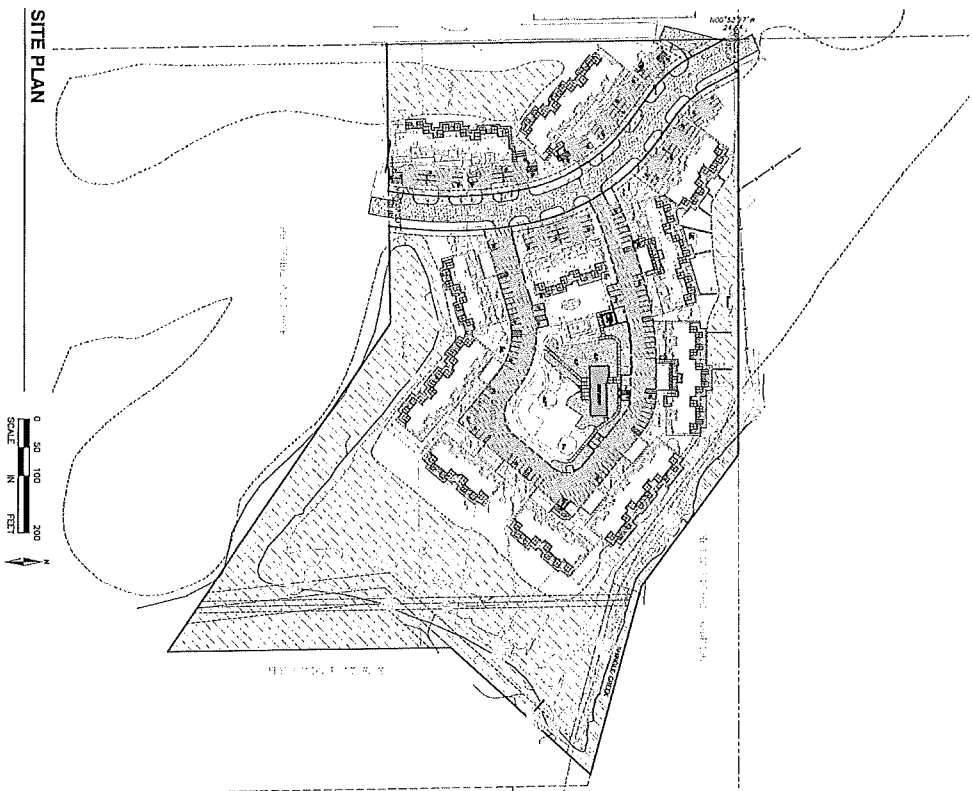
JOB NO. 1718

SHEET

AO.2

ARCHITECTURAL
SITE PLAN

UNITY PLACE SITE IMPROVEMENTS
PONDS DRIVE NORTH / UNITY A VENUE NORTH
Brooklyn Center, Minnesota



CONTEXT MAP

SHEET INDEX

C-0.0	COVER SHEET
C-1.0	EXISTING CONDITIONS
C-2.0	DEMOLITION PLAN
C-3.0	SITE PLAN
C-4.0	GRADING, DRAINAGE, AND EROSION CONTROL
C-5.0	UTILITY PLAN
C-6.0	DETAILS
L-1.0	EXISTING LANDSCAPE INVENTORY
L-1.1	LANDSCAPE PLAN
L-1.2	IRRIGATION LIMITS
L-1.3	LANDSCAPE DETAILS

PROJECT SITE

LAND SURVEYOR

ALLIANT ENGINEERING
233 PARK AVENUE SOUTH
SUITE 300
MINNEAPOLIS, MN 55415
PH 612-758-3080
FX 612-758-3099
dolmstead@alliant-inc.com

ENGINEER

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SUITE 300
MINNEAPOLIS, MN 55415
PH 612-758-3080
FX 612-758-3099
cwicklund@alliant-inc.com

LANDSCAPE ARCHITECT

MARK KRONBECK P.L.A., ASPLA
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MINNEAPOLIS, MN 55415
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FX 612-758-3099
mkronbeck@alliant-inc.com

FOR REVIEW ONLY
PRELIMINARY
NOT FOR CONSTRUCTION



733 Marquette Ave Ste 700
Minneapolis, MN 55402
612.758.3080 MAIN
612.758.3099 FAX
www.alliant-inc.com

UNITY PLACE

PONDS DRIVE NORTH / UNITY AVENUE NORTH
BROOKLYN CENTER, MINNESOTA 55429

COVER

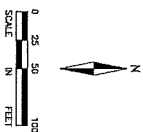
C-O-O



SURVEY LEGEND

- | | | | | |
|----|-----------------------|---|---|----------------------|
| 1 | FOUND REIN. JOINTMENT | — | G | GAS |
| 2 | SET IRON JOINTMENT | — | G | STEEL STRIP |
| 3 | SET IRON JOINTMENT | — | G | STEEL STRIP |
| 4 | SET TAIL W/ W/ASHER | — | I | WATERMAN |
| 5 | PROTECTANT | — | I | UNDERGROUND ELECTRIC |
| 6 | WATER MANHOLE | — | X | EDGE OF NEW LAND |
| 7 | SANITARY MANHOLE | — | | |
| 8 | DRIFT BASIN | — | | |
| 9 | SANITARY CLEAN OUT | — | | |
| 10 | ELECTRIC BOX | — | | |
| 11 | TRANSFORMER | — | | |
| 12 | ELECTRIC METER | — | | |
| 13 | CABLE CHAIR | — | | |
| 14 | COIL CHAIR | — | | |
| 15 | CABLE & BOX | — | | |
| 16 | LIGHT | — | | |
| 17 | POWER POLE | — | | |
| 18 | HANDICAP PARKING | — | | |
| 19 | STOPS | — | | |
| 20 | TITLE EXCEPTION NO. | — | | |

FOR REVIEW ONLY
NOT FOR CONSTRUCTION



UNITY PLACE

PONDS DRIVE NORTH / UNITY AVENUE NORTH
BROOKLYN CENTER, MINNESOTA 55429

ALTA SURVEY-EXISTING CONDITIONS

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed PROFESSIONAL SURVEYOR under the laws of the State of MINNESOTA

DEANIS B. CUESTAD, PLS

7-23-18	11:00am
Onfile	

Variable	Estimated Probability
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QUALITY ASSURANCE/CONTROL

OF	DATE
----	------

DATE	ISSUE

6-20-18	CITY REVIEW
7-11-18	CITY PLANNING SUBCOMTEE

Z-23-19, CITY RESUMED

1. 姓名	2. 性别	3. 年龄	4. 职业	5. 学历	6. 婚姻状况	7. 子女情况	8. 健康状况	9. 兴趣爱好	10. 其他
11. 住址	12. 联系电话	13. 电子邮箱	14. 工作单位	15. 收入情况	16. 消费习惯	17. 信用记录	18. 社会关系	19. 自我评价	20. 其他

[illegible]

PROJECT TEAM DATA

DESIGNED:

DIZAMIN	X
---------	---

PROJECT NO: 170171

0
L
0

57C

1
2
3
4

C-7.0



ALLIANT
ENGINEERING

223 Park Ave S, Ste 300
Minneapolis, MN 55415
612.758.3080 MAIN
612.758.3099 FAX
www.alliant-inc.com

[illegible][illegible]

DEMOLITION PLAN

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am duly Licensed Professional Engineer under the laws of the State of MINNESOTA.					
GARY WOLFF, PE Date _____ License No. _____					
QUALITY ASSURANCE/CORRECTIVE					
BY	DATE	ISSUE			
DATE	7-28-18	CURT KENNER	SIGNATURE		
	7-28-18	GUY HEDERHOLM			
PROJECT TEAM DATA					
DESIGNER:	JAC	MKS			
DRAWN BY:					
PROJECT NO:	170973				

C-2.0

PATTO SCHEDULE

[illegible]

GENERAL NOTES

- [illegible]

SITE PLAN NOTES

- [illegible]

SITE DATA:

LOT AREA = 716967 S.F. = 16.45 ACRES
ZONING - R-3 MULTIPLE FAMILY RESIDENCE
BUILDING COVERAGE
72,088 S.F. = 10.15% LOT AREA

PROPOSED SITE PERMEABILITY

TOTAL SITE AREA:	716,867 S.F.
PROPOSED IMPERVIOUS SF:	199,726 S.F. = 27.73%
PROPOSED PERVIOUS SF:	517,161 S.F. = 72.27%

PARKING DATA:

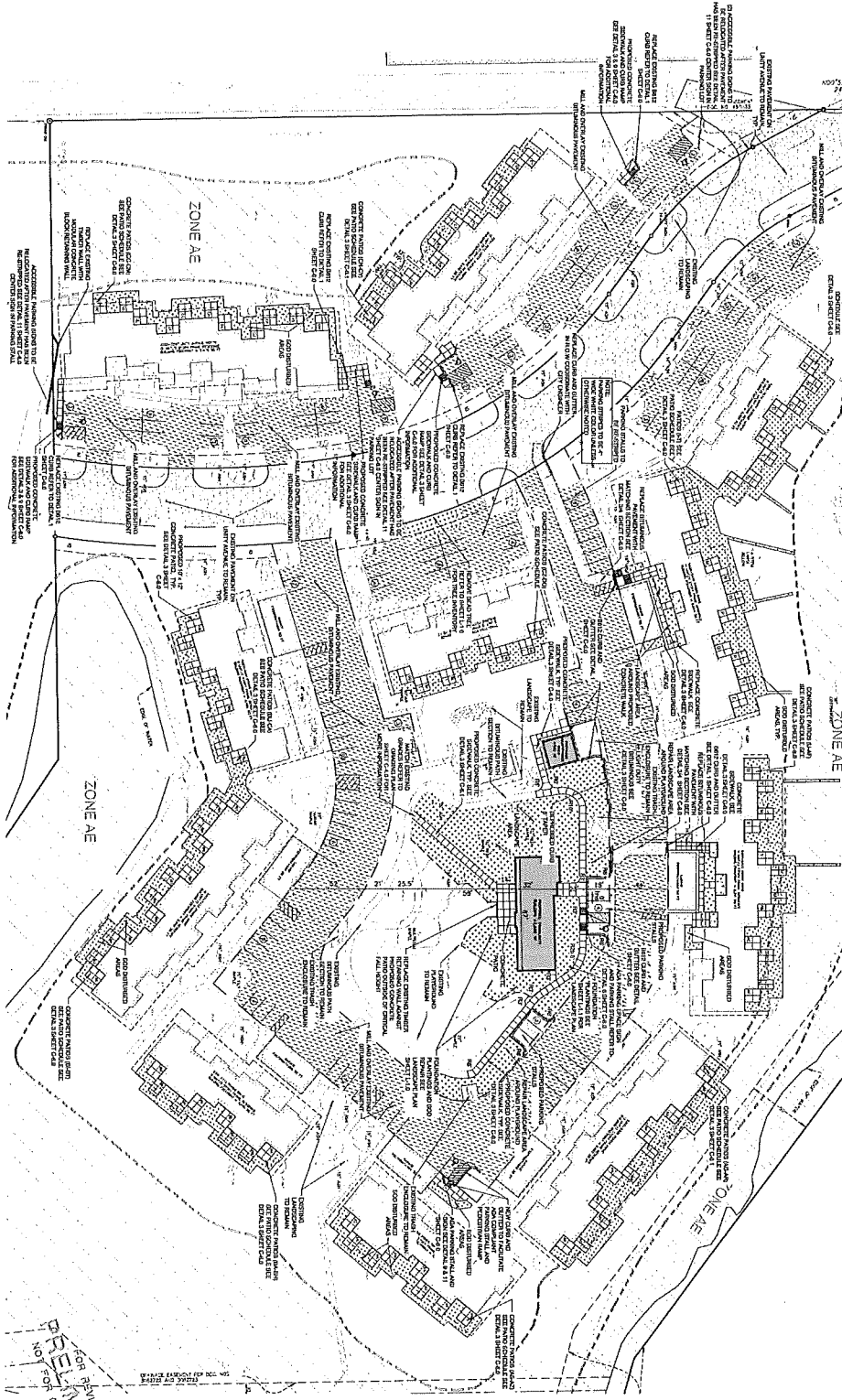
EXISTING PARKING STALLS = 101 STALLS
PROPOSED PARKING STALLS = 7 STALLS
TOTAL PARKING STALLS = 108 STALLS

DISTURBED AREA

DISTURBED AREA = ±27,000 S.F. = 0.61 A

LEGEND:

- [illegible]



C-3.0

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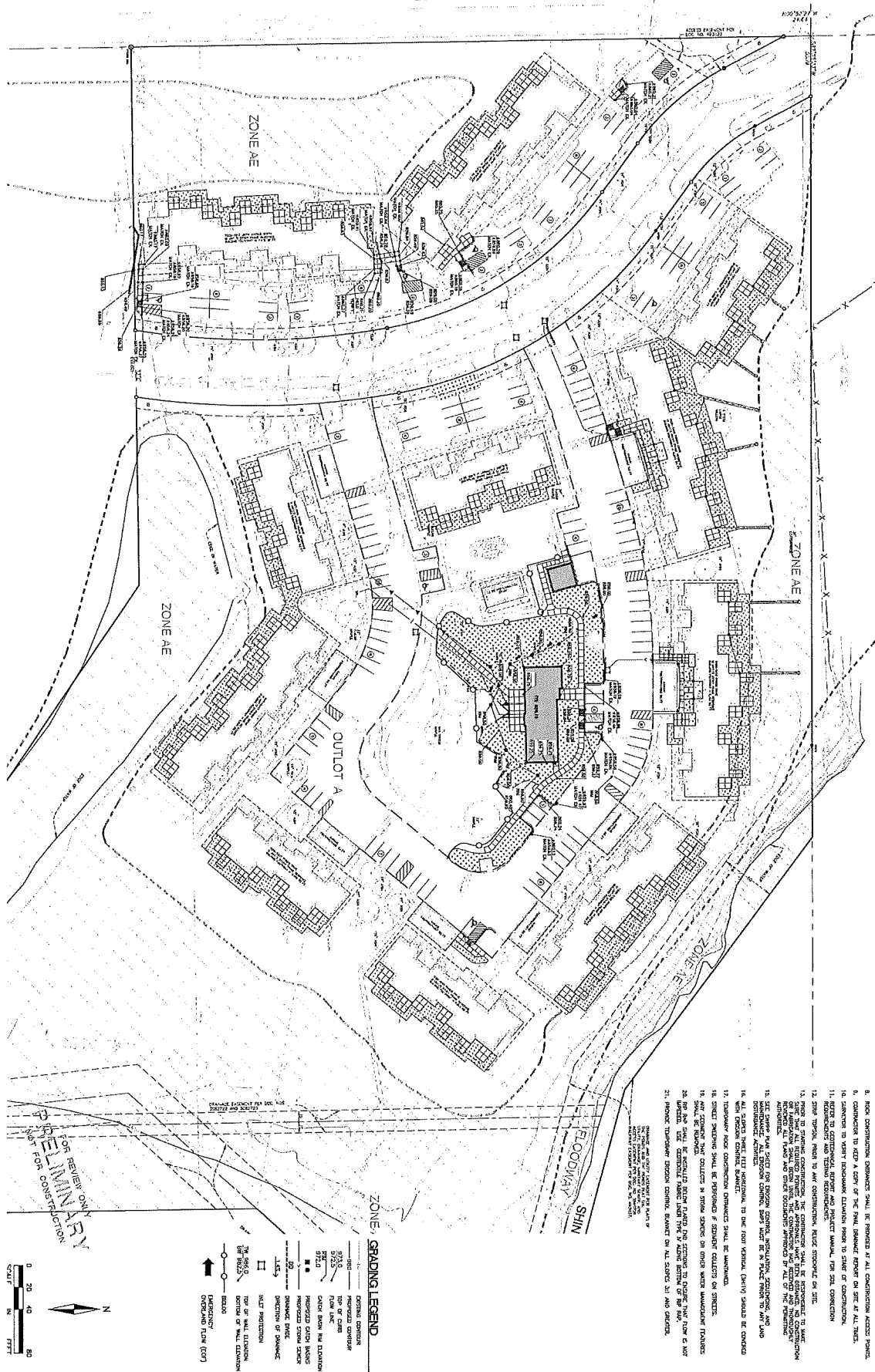
UNITY PLACE

PONDS DRIVE NORTH / UNITY AVENUE NORTH
BROOKLYN CENTER, MINNESOTA 55429

SITE PLAN



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233 Park Ave S, Ste 300
Minneapolis, MN 55415
612.758.3080 MAIN
612.758.3099 FAX
www.alliant-inc.com



GRADING NOTES

- [illegible]

ZONE, GRADING LEGEND

SYMBOL	DESCRIPTION
	DUCTING CONTOUR
	PROPOSED CONTOUR
	TOP OF CATCH
	FLOW LINE
	CATCH BASIN
	PROPOSED CATCH BASIN
	PROPOSED STORM SEWER
	DRAINAGE DITCH
	DIRECTION OF RUNOFF
	SPLIT POSITION
	TOP OF WALL
	BOTTOM OF WALL
	ROAD
	EMINENT FLOW (TOP)

UNITY PLACE

PONDS DRIVE NORTH / UNITY AVENUE NORTH
BROOKLYN CENTER, MINNESOTA 55429

GRADING, DRAINAGE, & EROSION CONTROL

C-4.0

[illegible]

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612.758.3080 MAIL
612.758.3099 FAX
www.alliant-hmc.com

LANDSCAPE INVENTORY

QUANTITY	COMMON NAME	SCIENTIFIC NAME	SIZE / HEIGHT	NOTES
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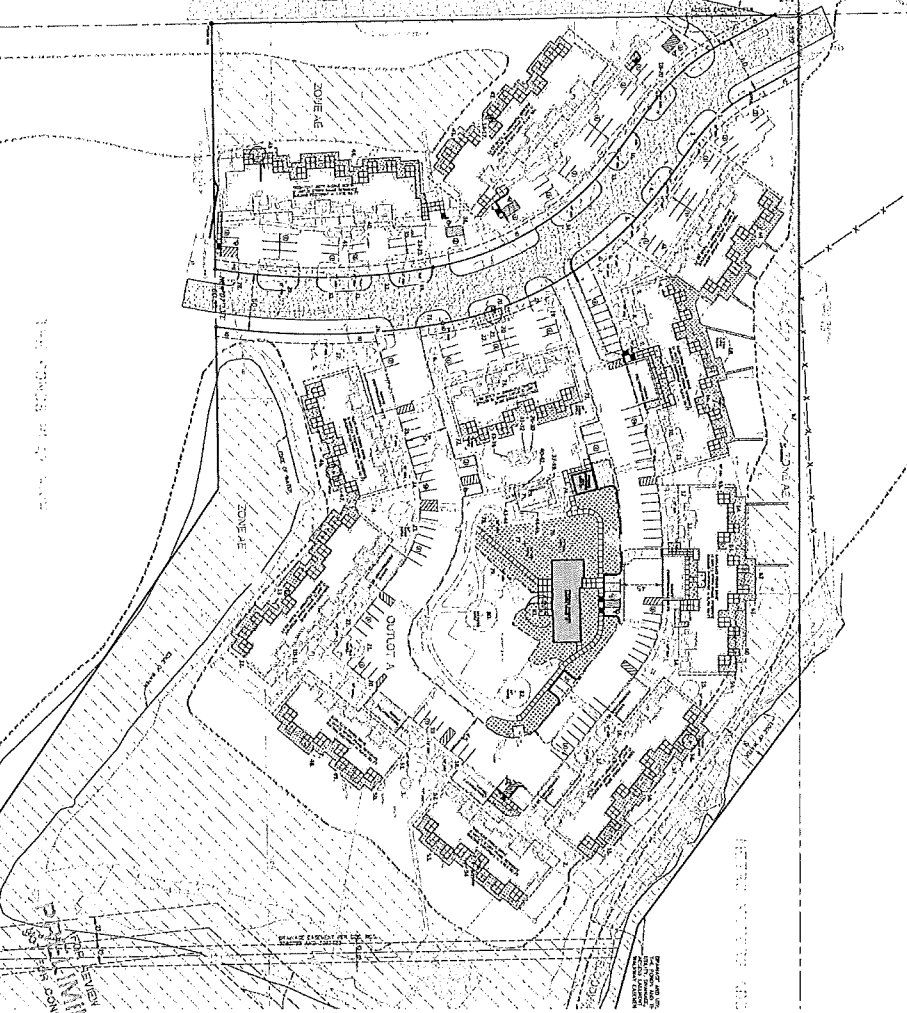
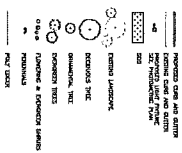
LANDSCAPE SCHEDULE

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LANDSCAPE PROVIDED

EXISTING OVERSTORY TREES - 40 OVERSTORY TREES PROVIDED
PROPOSED OVERSTORY TREES - 3 PROVIDED OVERSTORY TREES
EXISTING OVERSTORY TREES TO BE REMOVED
PROPOSED OVERSTORY TREES TO BE REMOVED
TOTAL OVERSTORY TREES PROVIDED

LANDSCAPE LEGEND



UNITY PLACE
POHDS DRIVE NORTH / UNITY AVENUE NORTH
BROOKLYN CENTER, MINNESOTA 55429
EXISTING LANDSCAPE INVENTORY

PROJECT TEAM DATA
DATE: 7-11-18
DRAWN: M.S.
PROJECT NO: 170171
L-10

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LANDSCAPE NOTES

QUANTITY	KEY	COMMON NAME	SCIENTIFIC NAME	SEX / PROXY	NOTES
GENERAL TILLS					
2	A0	Adams Blue Marble		7 Cx, Bx	
GRANULITE TILLS		Here's a formal, informal			
GENERAL TILLS					
3	A5	Adams Billings Gneiss	Amphibolite / Amphibolite / Gneiss	15 Cx, Bx	
GENERAL TILLS					
4	NA	Adams Billings Gneiss			
GENERAL TILLS					
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39	NA	Adams Billings Gneiss			
GENERAL TILLS					

LANDSCAPE NOTES

- [illegible]

LANDSCAPE LEGEND

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PLANTING KEY

- | ITEMS | 2000 |
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|  | <p>▲ AULIAN BLAZE MPTL</p> <p>● AULIAN BRILLANCE SPENCER</p> |
| <p>● TAILOR TOW</p> <p>● HOLLOSTEP ANDROMAC</p> <p>● HIGH FLASH SPYKA</p> <p>● ANNULITE IMPERGA</p> <p>● BUCH HANDSOME</p> | |
| ITEMS | |

UNITY PLACE

PONDS DRIVE NORTH / UNITY AVENUE NORTH
BROOKLYN CENTER, MINNESOTA 55429

LANDSCAPE PLAN



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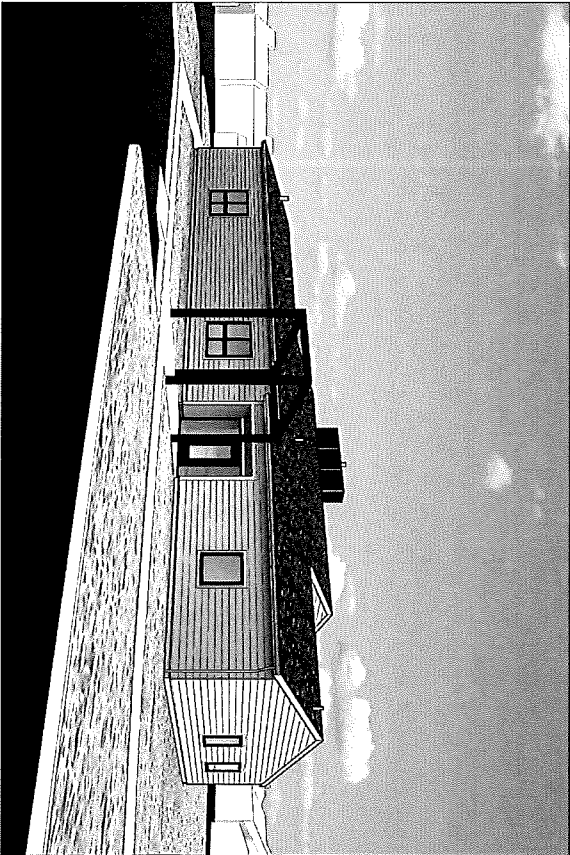
UNITY PLACE SERVICE BUILDING

HUD PROJECT NO. ###

7956 UNITY AVE N
BROOKLYN CENTER, MN 55429



SW PERSPECTIVE



NW PERSPECTIVE



Miles & Associates

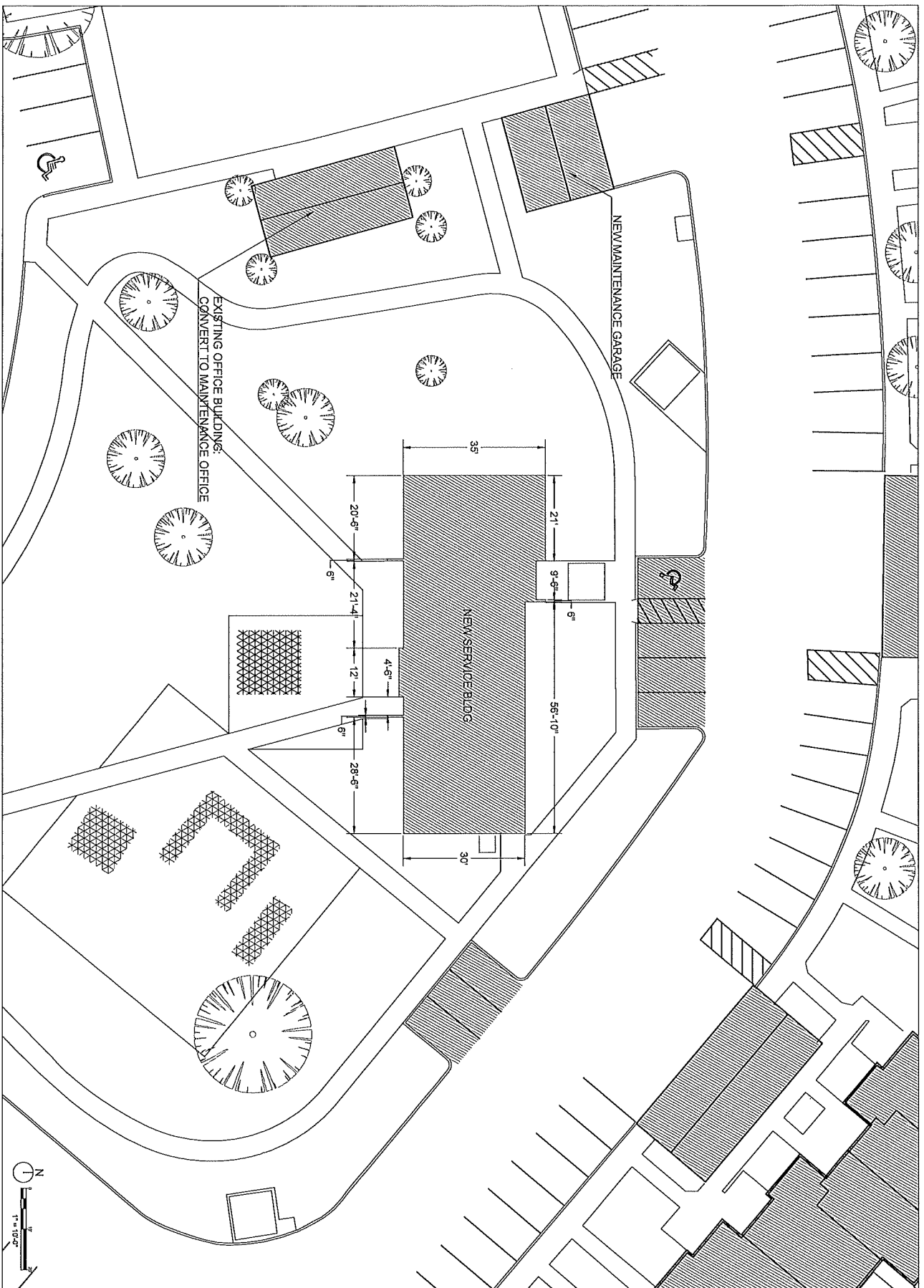
I HEREBY CERTIFY THAT
THIS PLAN WAS PREPARED
BY ME OR UNDER MY
DIRECT SUPERVISION AND
I AM A LICENSED ARCHITECT
UNDER THE LAWS OF THE
STATE OF MINNESOTA

SIGNED: _____
DATE: _____ REG #13624

UNITY PLACE
7596 UNITY AVE N
BROOKLYN CENTER, MN 55429

SET ISSUE DATE	07.18.18
PRICING	07.25.18
PRICING	07.25.18
JOB NO. 1718	

SHEET
A13.0
SERVICE BUILDING



UNITY PLACE

7596 UNITY AVE N
BROOKLYN CENTER, MN 55429

SET ISSUE DATE

07.18.18

PRICING 07.23.18

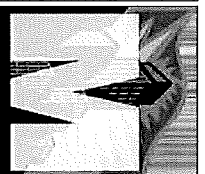
JOB NO. 1718

SHEET

A13.2

SERVICE BLDG
ARCH. SITE PLAN

Miles & Associates



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

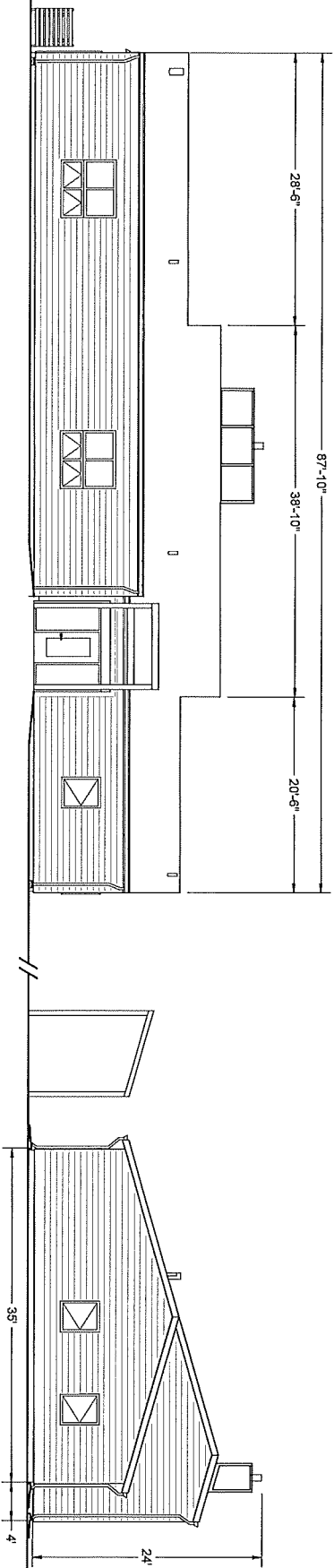
SIGNED: REG #13624
DATE:



I HEREBY CERTIFY THAT
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BY ME OR UNDER MY
DIRECT SUPERVISION AND
THAT I AM A DULY
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UNDER THE LAWS OF THE
STATE OF MINNESOTA

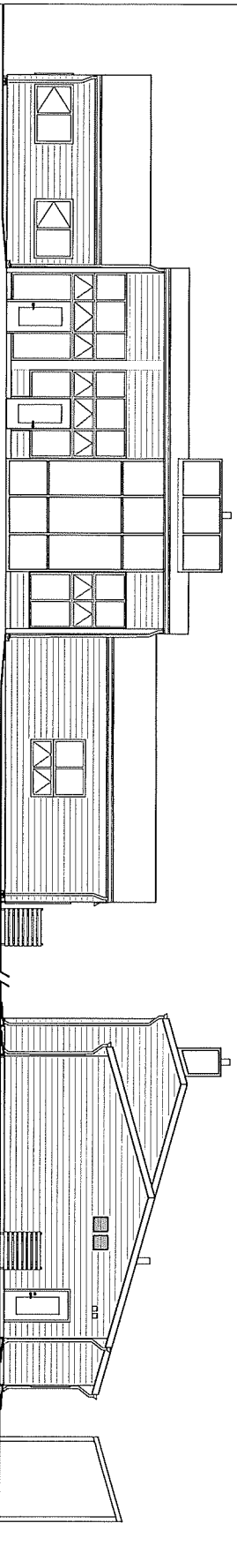
SIGNED: _____
DATE: _____ REG #13624

SERVICE BLDG
FLOOR PLAN



10 NORTH
A13.6

20 WEST
A13.6

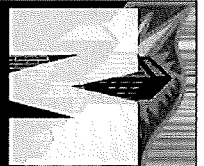


30 SOUTH
A13.6

40 EAST
A13.6



Miles & Associates



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

SIGNED: REG #13624
DATE:

UNITY PLACE
7596 UNITY AVE N
BROOKLYN CENTER, MN 55429

SET/ISSUE DATE

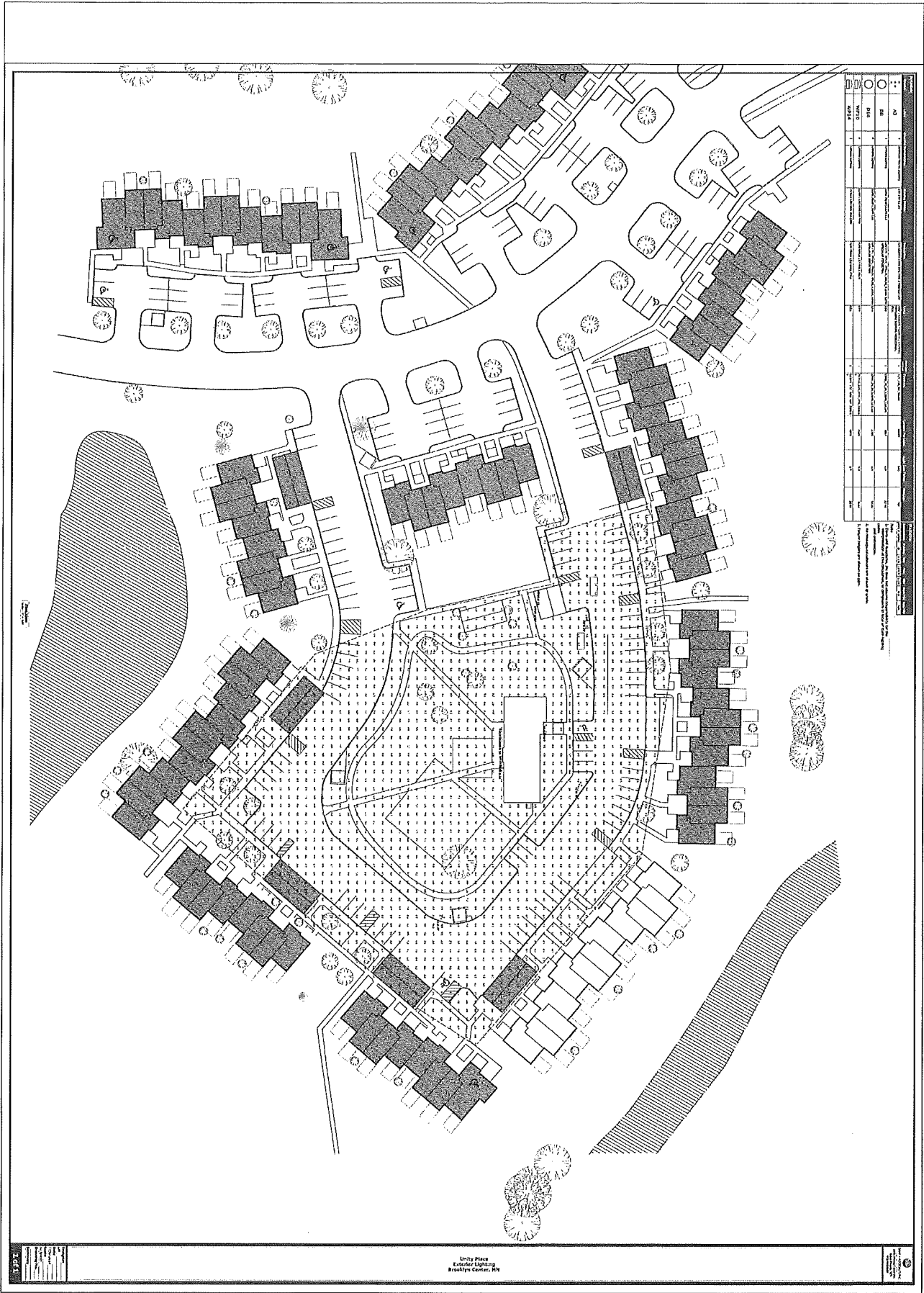
PRICING 07.18.18
PRICING 07.25.18

JOB NO. 1718

SHEET

A13.6

SERVICE BUILDING
ELEVATIONS



UNITY PLACE

7596 UNITY AVE N
BROOKLYN CENTER, MN 55429

UNIT PL

7596 UNITY AVE N
BROOKLYN CENTER, MN 55429

UNITY PLACE

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UNITY PLACE

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BROOKLYN CENTER, MN 55429

UNITY PLACE

7596 UNITY AVE N
BROOKLYN CENTER, MN 55429

UNITY PLACE

7596 UNITY AVE N
BROOKLYN CENTER, MN 55429

**CITY OF
BROOKLYN CENTER
NOTICE OF
PUBLIC HEARING**

TO WHOM IT MAY CONCERN:

Please take notice that the Planning Commission of the City of Brooklyn Center will hold a public hearing on Thursday, August 30, 2018, at approximately 7:00 p.m., at Brooklyn Center City Hall, located at 6301 Shingle Creek Parkway, Brooklyn Center, Minnesota. A definite time for this application to be considered cannot be given as it will depend on the progression of the agenda items.

TYPE OF REQUEST: (1) Preliminary / Final Plat for Unity Place and (2) Site and Building Plan approval

PETITIONER: Dan Walsh (Community Housing Development Corporation)

PROPERTY NAMED IN THE PETITION: 7256 Unity Avenue North, Brooklyn Center, Minnesota 55429

PROPERTY ID:

28-119-21-42-0264

LEGAL DESCRIPTION: Lots 1 to 113, Block 1 contained in THE PONDS PLAT SIX, according to the recorded plat thereof, Hennepin County, Minnesota.

BRIEF STATEMENT OF CONTENTS OF PETITION:

The Applicant is requesting the following approvals:

1. Preliminary/Final Plat of UNITY PLACE, which would result in the creation of:

a. Lot 1 – approximately 10.17 acres

b. Outlot A– approximately 0.78 acres

2. Site and Building Plan

These requests are associated with the Applicant's plans to make improvements to the 112-units within Unity Place, construct an approximately 2,600-square foot community building, approximately 550-square foot maintenance garage, and conduct other site related improvements. The proposal also includes a request for a preliminary and final plat to create an outlot for the floodway portion of the Subject Property and conduct an overall cleanup to the interior lot lines.

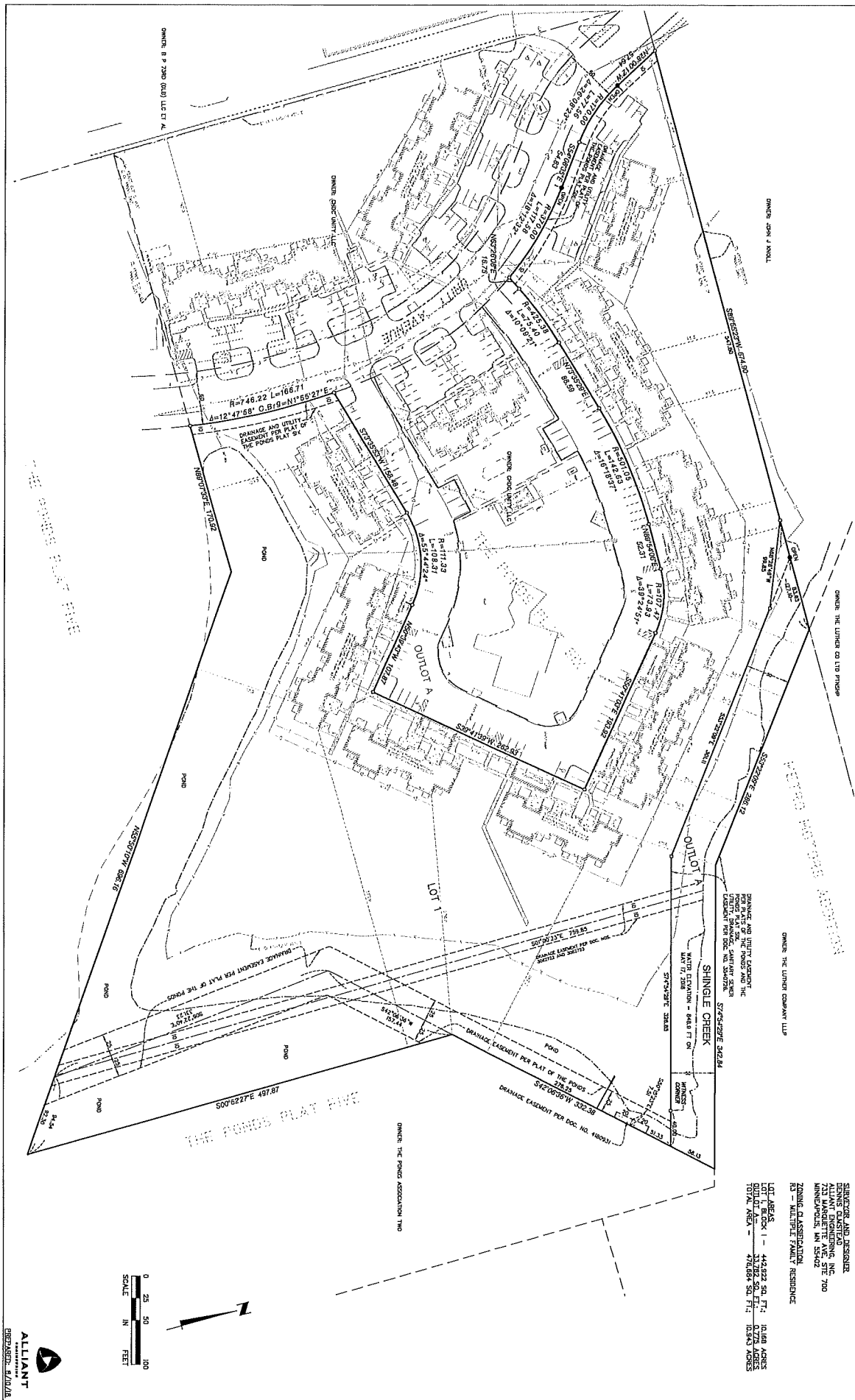
Questions, comments, statements of support or objections should be directed to City Planner / Zoning Administrator Ginny McIntosh at (763) 569-3319 or email to gmcintosh@ci.brooklyn-center.mn.us.

Auxiliary aids for persons with disabilities are available upon request at least 96 hours in advance. Please contact the City Clerk at (763) 569-3300 to make arrangements.

Respectfully,
Ginny McIntosh
City Planner

Published in the
Brooklyn Center Sun Post
August 16, 2018
845993

~ PRELIMINARY PLAT OF ~ UNIT PLACE



LEGAL DESCRIPTION
Lot 1 - 1/2 Block 1, The Ponds Plat Six, Hennepin
County, Minnesota.
DIRECTOR OWNER AND SHERIDAN
428 9TH ST. N.
MINNEAPOLIS, MN 55401
SHERIDAN AND DESIGNER
DENNIS CLAYTON
273 MARQUETTE AVE. STE 700
MINNEAPOLIS, MN 55402
ZONING CLASSIFICATION
R3 - MULTIPLE FAMILY RESIDENCE
LOT AREA
LOT 1 - 44,522 SQ. FT. 10.66 ACRES
LOT 2 - 33,728 SQ. FT. 0.772 ACRES
TOTAL AREA - 78,250 SQ. FT. 18.24 ACRES

C.R. DOC. NO.



C.R. DOC. NO.

This plat of UNIT 17, PLACET, was approved and accepted by the City Council of the City of Brooklyn Center, Minnesota, at a regular meeting thereof held this _____ day of _____, 201____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 506.03, Subd. 2.

By _____, Mayor

By _____, Clerk

© 2000 Blackwell Science Ltd, *Journal of Internal Medicine* 247: 399–405

Mark V. Chappin, County Auditor

immersion: 10 hours

Chris P. Meyer, County Surveyor

By _____

COUNTY RECORDER
Winnebago County, Minnesota

I barely could find the witch plot on

by _____, Deputy

National Flood Hazard Layer FIRMette



Legend

SEE THIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS	Without Base Flood Elevation (BFE) Zone A, V, AE9 With BFE or Depth Zone AE, AC, AH, VE, AR Regulatory Floodway
----------------------------	--

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X	Future Conditions 1% Annual Chance Flood Hazard Zone X
Area with Reduced Flood Risk due to Levee, See Notes, Zone X	Area with Flood Risk due to Levee Zone D

OTHER AREAS OF FLOOD HAZARD	NO SCREEN Effective LOWRS
OTHER AREAS	Area of Minimal Flood Hazard Zone X
GENERAL STRUCTURES	Area of Undetermined Flood Hazard Zone D Channel, Culvert, or Storm Sewer Levee, Dike, or Floodwall

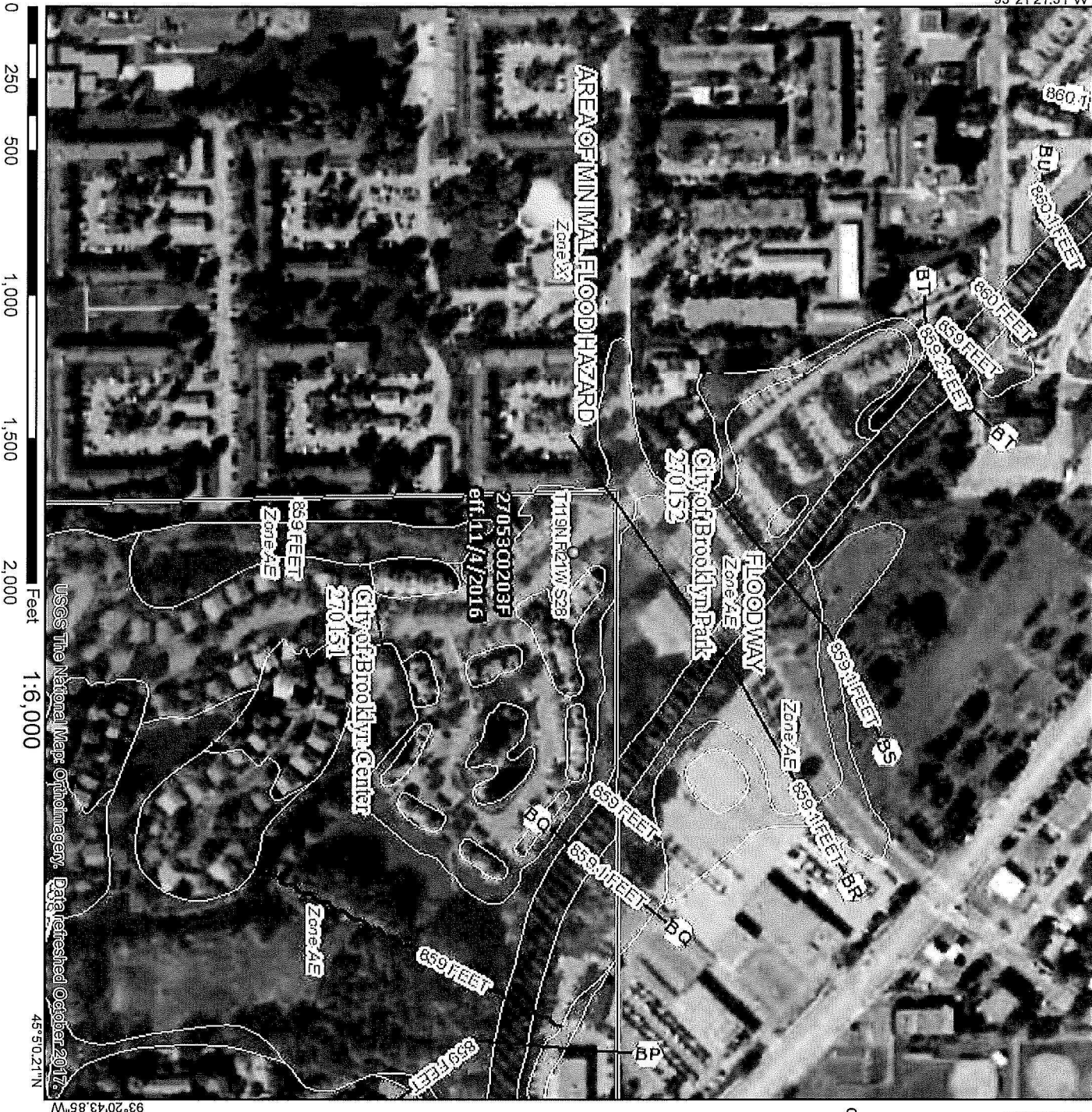
OTHER FEATURES	20.2 17.5 Coastal Transect Base Flood Elevation Line (BFE) Limit of Study Jurisdiction Boundary Coastal Transect Baseline Profile Baseline Hydrographic Feature
----------------	---

MAP PANELS	Digital Data Available No Digital Data Available Unmapped
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The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards. The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 8/10/2018 at 10:20:20 AM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



MEMORANDUM

DATE: August 24, 2018
TO: Ginny McIntosh, Planning/Zoning Administrator
FROM: Andrew Hogg, Assistant City Engineer
SUBJECT: Site Plan Review – Unity Place

Public Works Department staff reviewed the following documents submitted for review on August 16, 2018, for the proposed site plan improvements for the Unity Place:

- Civil Site Plans dated July 25, 2018

Subject to final staff Site Plan approval, the referenced plans must be revised in accordance with the following comments/revisions and approved prior to issuance of Land Alteration permit:

C3 – Site Plan

1. Match existing pavement section in Unity Ave.
2. Match existing curb in Unity Ave

C4 – Grading, Drainage, and Erosion Control

3. Provide and list a SWPPP inspector/manager with contact information that must be available within 4-hrs notification to respond to and implement SWPPP related corrective measures. If the applicant is found to be non-responsive, the City may issue a stop work order and/or take other means necessary to correct SWPPP related issues.
4. Provide erosion control in rear of buildings to prevent erosion in areas disturbed by patio work.

C6 – Detail Sheet

5. Use City details for curb within road, driveway entrances, and public stormwater pipes and structures.

L1.1 – Landscape Plan

6. Provide irrigation plan.

Preliminary Plat/Final

7. The preliminary plat should be updated to show all existing easements. If missing easements are not records, easement shall be recorded at County.
8. Legal descriptions and easement vacation documents must be obtained for all existing easements.
9. An updated certified abstract of title or registered property report must be provided to the City Engineer and City Attorney for review at the time of the preliminary plat application (within 30 days of preliminary plat application). Additionally, this will need to stay current and be updated through the approval process as required to maintain and be current within 30 days of the release of final plat.

Miscellaneous

10. See redlines for additional Site Plan comments.
11. Upon project completion, the applicant must submit an as-built survey of the property, improvements and utility service lines and structures; and provide certified record drawings of all project plan sheets depicting any associated private and/or public improvements, revisions and adjustments prior to issuance of the certificate of occupancy. The as-built survey must also verify that all property corners have been established and are in place at the completion of the project as determined and directed by the City Engineer.
12. Inspection for the private site improvements must be performed by the developer's design/project engineer. Upon project completion, the design/project engineer must formally certify through a letter that the project was built in conformance with the approved plans and under the design/project engineer's immediate and direct supervision. The engineer must be certified in the state of Minnesota and must certify all required as-built drawings (which are separate from the as-built survey).
13. The total disturbed area doesn't exceed one acre, therefore an NPDES permit is not required. In addition, the total disturbed area is 0.66 acres; applicant has submitted plans to the City of Brooklyn Center for project review on behalf on the Shingle Creek Watershed Commission. The City requests the applicant attempt to install BMP's to improve water quality, where possible and feasible. Erosion control measures shall be installed to provide erosion from disturbed areas surrounding rear patios.
14. Applicant must apply for a land disturbance permit.

Prior to issuance of a Land Alteration

15. Final construction/demolition plans and specifications need to be received and approved by the City Engineer in form and format as determined by the City. The final plan must comply with the approved preliminary plan and/or as amended as required by the City Engineer.
16. A letter of credit or a cash escrow in the amount of up to 125% of the estimated cost as determined by City staff shall be deposited with the City.
17. A Construction Management Plan and Agreement is required that addresses general construction activities and management provisions, traffic control provisions, emergency management provisions, storm water pollution prevention plan provisions, tree protection provisions, general public welfare and safety provisions, definition of responsibility provisions, temporary parking provisions, overall site condition provisions and non-compliance provisions. A separate \$2,500 deposit will be required as part of the non-compliance provision.

Anticipated Permitting:

18. A City of Brooklyn Center land disturbance permit is required.
19. Other permits not listed may be required and is the responsibility of the developer to obtain and warranted.

20. Copies of all required permits must be provided to the City prior to issuance of applicable building and land disturbance permits.
21. A preconstruction conference must be scheduled and held with City staff and other entities designated by the City.

The aforementioned comments are provided based on the information submitted by the applicant at the time of this review. Other guarantees and site development conditions may be further prescribed throughout the project as warranted and determined by the City.

Commissioner
and moved its adoption:

introduced the following resolution

PLANNING COMMISSION RESOLUTION NO. 2018-014

RESOLUTION REGARDING RECOMMENDED DISPOSITION OF PLANNING COMMISSION APPLICATION NO. 2018-014 SUBMITTED BY DAN WALSH OF COMMUNITY HOUSING DEVELOPMENT CORPORATION, REQUESTING APPROVAL OF THE PRELIMINARY AND FINAL PLAT FOR UNITY PLACE (LOCATED AT 7256 UNITY AVENUE NORTH)

WHEREAS, Planning Commission Application No. 2018-014 was submitted by Dan Walsh of Community Housing Development Corporation, requesting approval of a Preliminary and Final Plat for UNITY PLACE, which would allow for an overall cleanup to the interior lot lines and the creation of an outlot for the floodway portion of the Subject Property, and

WHEREAS, on August 30, 2018, the Planning Commission held a duly called public hearing, whereby this item was given due consideration, a staff report was presented, and a public hearing was opened to allow for public testimony regarding the Preliminary and Final Plat of UNITY PLACE, which were received and noted for the record; and

WHEREAS, the Planning Commission has determined during its review of the Preliminary and Final Plat materials submitted with Planning Commission Application No. 2018-014, that said plat is in general conformance with City of Brooklyn Center's City Code Chapter 15 – Platting; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Advisory Commission of the City of Brooklyn Center, Minnesota, does hereby recommend to the City Council that Application No. 2018-014, as submitted by Dan Walsh of Community Housing Development Corporation, and requesting Preliminary and Final Plat consideration of UNITY PLACE, may be approved based upon the following conditions:

1. The proposed subdivision is as follows:
Lot 1 – approximately 10.17 acres
Outlot A– approximately 0.78 acres
2. All recommendations and conditions as noted in the Assistant City Engineer's review memorandum (dated August 24, 2018), and any comments provided by Hennepin County shall be complied with or completed as part of any final plat approvals.
3. Approval of this plat will be subject to approval of the site and building plan for the as proposed community/service building, maintenance garage, and site improvements, also filed under Planning Commission Application No. 2018-014.

PC RESOLUTION NO. 2018-014

4. Any easements that need to be vacated under this platting process as determined by the City Engineer must be considered under a separate and formal City easement vacation process, with all documentations, descriptions, and exhibits signed by a licensed surveyor. As noted in the Assistant City Engineer's memorandum, dated August 24, 2018, the Preliminary Plat should be updated to show all existing easements. If easements are found to be unrecorded, the easements shall be recorded at Hennepin County.
5. The Final Plat shall be subject to review and final approvals by the City Engineer, prior to release by the City for recording purposes.
6. The Final Plat shall be subject to the provisions of Chapter 15 of the City Ordinances.
7. An updated certified abstract of title or registered property report must be provided to the City Attorney and City Engineer. Additionally, the certified abstract of title will need to be maintained and stay current within 30 days of the release of Final Plat.

August 30, 2018

Date

Randall Christensen, Chair

ATTEST: _____
Ginny McIntosh, Secretary

The motion for the adoption of the foregoing resolution was duly seconded by member and upon 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.

Commissioner
moved its adoption:

introduced the following resolution and

PLANNING COMMISSION RESOLUTION NO. 2018-015

RESOLUTION REGARDING THE RECOMMENDED DISPOSITION OF
PLANNING COMMISSION APPLICATION NO. 2018-014 SUBMITTED BY
DAN WALSH OF COMMUNITY HOUSING DEVELOPMENT
CORPORATION, REQUESTING SITE AND BUILDING PLAN APPROVAL
(LOCATED AT 7256 UNITY AVENUE NORTH)

WHEREAS, Planning Commission Application No. 2018-014 was submitted by Dan Walsh of Community Housing Development Corporation, requesting consideration of Site and Building Plan approval for an approximately 2,600square foot community/service building, an approximately 550-square foot maintenance garage, and other site-related improvements for the Subject Property located at 7256 Unity Avenue North; and

WHEREAS, on August 30, 2018, the Planning Commission reviewed and received a planning report and Assistant City Engineer's memorandum on the proposed Site and Building Plan for the proposed community/service building, maintenance garage, and other related site improvements on the approximately 16.5 acre Subject Property; and

WHEREAS, in light of all testimony received, and utilizing the guidelines and standards for evaluating site and building plans, as contained in Section 35-230 (Plan Approval) of the City's Zoning Ordinance, along with consideration of the goals and objectives of the City's Comprehensive Plan, the Planning Commission considers this Site and Building Plan an appropriate and reasonable improvement to the Subject Property.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Brooklyn Center, Minnesota, hereby recommends to the City Council that the Site and Building Plan for the proposed approximately 2,600square foot community/service building, an approximately 550-square foot maintenance garage, and other site-related improvements to the Subject Property located at 7256 Unity Avenue North, as comprehended under Planning Commission Application No. 2018-014, may be approved based on the following considerations:

- A. The Building and Site Plan is compatible with the standards, purposes and intent of the City's Zoning Ordinance and Comprehensive Plan in that the proposed community/service building and maintenance garage would be constructed well outside the minimum building setback requirements, and the proposed improvements would serve as accessory uses incidental to the foregoing principal uses located on the R3-zoned Subject Property;
- B. The improvements and continued utilization of the Subject Property as an affordable rental townhouse complex will be continued through additional investment into the property grounds and individual dwelling units, and is considered a reasonable use of the property and will conform with ordinance standards;

PC RESOLUTION NO. 2018-015

- C. The Site and Building Plan proposal is considered consistent with the recommendations of the City's Comprehensive Plan for this area of the City as it is designated for high density, multi-family use, and was originally constructed in 1978;
- D. The Site and Building Plan proposal appears to be a good and continued long range use of the existing site and the proposed improvements to Subject Property, including the construction of a community/service building, which would offer a fitness room, party room, and patio, and the installation of additional walking paths and playground equipment can be considered an asset to the residents residing at Unity Place; and
- E. Based upon the above considerations, it is believed that the guidelines for evaluating and approving a Site and Building Plan, as contained in Section 35-230 (Plan Approval) of the City's Zoning Ordinance, are met and the Site and Building Plan proposal is, therefore, in the best interest of the community.

BE IT FURTHER RESOLVED that the Planning Commission of the City of Brooklyn Center, Minnesota, does hereby recommend to the City Council that Planning Application No. 2018-014, for the property located at 7256 Unity Avenue North, be approved subject to the following conditions and considerations:

1. **Building and Site Plan and Review:** The building plans are subject to review and approval by the Building Official with respect to applicable codes prior to the issuance of permits; and the final location or placement of any fire hydrants and other fire related building code items shall be reviewed and approved by the Fire Inspector.
 - a. Any major changes or modifications made to this Site and Building Plan can only be made by an amendment to the approved Site and Building Plan as approved by the City Council.
 - b. The Applicant shall work with City staff to identify additional opportunities to minimize the parking deficiency by adding off-street parking on the Subject Property. Should additional parking be identified, the site plans shall be revised as necessary as part of any building permit submittal.
 - c. The community/service building will require installation of a fire sprinkler system, per City Code.
 - d. A pre-construction conference shall be held with City staff and other entities designated by the City prior to issuance of a Building Permit.

2. Agreements:

- a. The Property Owner shall enter into a utility, facilities, and easement agreement for maintenance and inspection of utility and storm drainage systems as approved by the City Engineer prior to the issuance of building permits.
 - i. The preliminary/final plat, which is also considered under Planning Commission Application No. 2018-014, should be updated to reflect all existing easements. If easements are found to be unrecorded, the easements shall be recorded at Hennepin County.
- b. The Developer shall execute a separate Performance Agreement with supporting financial guarantee approved by the City, which ensures the Subject Property will be constructed, developed, and maintained in conformance with the plans, specifications, and standards comprehended under this Site and Building Plan.
- c. The Developer shall submit an as-built survey of the property, improvements and utility service lines prior to release of the Performance Agreement financial guarantee.

3. Engineering Review: The Applicant agrees to comply with all conditions or provisions noted in the City Engineer's Review memorandum, dated August 24, 2018.

- a. A land disturbance (alteration) permit and building permit is required.
- b. Final grading, drainage, utility and erosion control plans and any other site engineering related issues are subject to review and approval by the City Engineer prior to the issuance of permits.

4. Construction Standards:

- a. Appropriate erosion and sediment control devices shall be provided on site during construction as approved by the City's Engineering Department.
- b. The Applicant shall complete a Construction Management Plan and Agreement and submit the associated deposit as part of a non-compliance provision.
- c. All work performed and materials used for construction of utilities shall conform to the City of Brooklyn Center Standard Specifications and Details.

5. Facilities and Equipment:

- a. Any outside trash disposal facilities and roof top or on ground mechanical equipment shall be appropriately screened from view.

- b. The Applicant shall work with City staff to determine whether adequate trash enclosures are provided on the Subject Property and ensure that all trash and debris is removed from the Subject Property in a timely manner. The Applicant should identify a plan to ensure trash is not dumped near the adjacent waterways along the rear portions of the townhouse units, and a plan for removal when dumping does occur.
- 6. **Landscaping:** All landscaped areas shall include approved irrigation systems to facilitate site maintenance.
 - a. The Applicant shall work with City staff to revise the Landscape Plan to meet the minimum Landscape Points required per City policy.
 - b. Per City requirements, an irrigation system is required.
 - c. The contractor shall submit irrigation shop drawings for review and approval prior to installation.
- 7. **Signage:** The Applicant shall submit a Building Permit application for any proposed signage as part of the development proposal. Signage is subject to the Chapter 34 (*Sign Ordinance*).

August 30, 2018

Date

Randall Christensen, Chair

ATTEST: _____
Ginny McIntosh, Secretary

The motion for the adoption of the foregoing resolution was duly seconded by member and upon 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.

Member
moved its adoption:

introduced the following resolution and

RESOLUTION NO.

RESOLUTION REGARDING RECOMMENDED DISPOSITION OF PLANNING COMMISSION APPLICATION NO. 2018-014 SUBMITTED BY DAN WALSH OF COMMUNITY HOUSING DEVELOPMENT CORPORATION, REQUESTING APPROVAL OF THE PRELIMINARY AND FINAL PLAT FOR UNITY PLACE (LOCATED AT 7256 UNITY AVENUE NORTH)

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WHEREAS, on August 30, 2018, the Planning Commission held a duly called public hearing, whereby this item was given due consideration, a staff report was presented, and a public hearing was opened to allow for public testimony regarding the Preliminary and Final Plat of UNITY PLACE, which were received and noted for the record; and

WHEREAS, the Planning Commission has determined during its review of the Preliminary and Final Plat materials submitted with Planning Commission Application No. 2018-014, that said plat is in general conformance with City of Brooklyn Center's City Code Chapter 15 – Platting; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brooklyn Center, Minnesota, does hereby recommend that Application No. 2018-014, as submitted by Dan Walsh of Community Housing Development Corporation, and requesting Preliminary and Final Plat consideration of UNITY PLACE, may be approved based upon the following conditions:

1. The proposed subdivision is as follows:
Lot 1 – approximately 10.17 acres
Outlot A– approximately 0.78 acres
2. All recommendations and conditions as noted in the Assistant City Engineer's review memorandum (dated August 24, 2018), and any comments provided by Hennepin County shall be complied with or completed as part of final plat approval.
3. Approval of this plat will be subject to approval of the site and building plan for the as proposed community/service building, maintenance garage, and site improvements, also filed under Planning Commission Application No. 2018-014.

RESOLUTION NO.

4. Any easements that need to be vacated under this platting process as determined by the City Engineer must be considered under a separate and formal City easement vacation process, with all documentations, descriptions, and exhibits signed by a licensed surveyor. As noted in the Assistant City Engineer's memorandum, dated August 24, 2018, the Preliminary Plat should be updated to show all existing easements. If easements are found to be unrecorded, the easements shall be recorded at Hennepin County.
5. The Final Plat shall be subject to review and final approvals by the City Engineer, prior to release by the City for recording purposes.
6. The Final Plat shall be subject to the provisions of Chapter 15 of the City Ordinances.
7. An updated certified abstract of title or registered property report must be provided to the City Attorney and City Engineer. Additionally, the certified abstract of title will need to be maintained and stay current within 30 days of the release of Final Plat.

September 10, 2018

Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member
and upon 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.

Member
and moved its adoption:

introduced the following resolution

RESOLUTION NO.

RESOLUTION REGARDING THE RECOMMENDED DISPOSITION OF PLANNING COMMISSION APPLICATION NO. 2018-014 SUBMITTED BY DAN WALSH OF COMMUNITY HOUSING DEVELOPMENT CORPORATION, REQUESTING SITE AND BUILDING PLAN APPROVAL (LOCATED AT 7256 UNITY AVENUE NORTH)

WHEREAS, Planning Commission Application No. 2018-014 was submitted by Dan Walsh of Community Housing Development Corporation, requesting consideration of Site and Building Plan approval for an approximately 2,600 square foot community/service building, an approximately 550-square foot maintenance garage, and other site-related improvements for the Subject Property located at 7256 Unity Avenue North; and

WHEREAS, on August 30, 2018, the Planning Commission reviewed and received a planning report and Assistant City Engineer's memorandum on the proposed Site and Building Plan for the proposed community/service building, maintenance garage, and other related site improvements on the approximately 16.5 acre Subject Property; and

WHEREAS, in light of all testimony received, and utilizing the guidelines and standards for evaluating Site and Building Plans, as contained in Section 35-230 (Plan Approval) of the City's Zoning Ordinance, along with consideration of the goals and objectives of the City's Comprehensive Plan, the Planning Commission considers this Site and Building Plan an appropriate and reasonable improvement to the Subject Property.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brooklyn Center, Minnesota, hereby recommends that the Site and Building Plan for the proposed approximately 2,600square foot community/service building, an approximately 550-square foot maintenance garage, and other site-related improvements to the Subject Property located at 7256 Unity Avenue North, as comprehended under Planning Commission Application No. 2018-014, may be approved based on the following considerations:

- A. The Building and Site Plan is compatible with the standards, purposes and intent of the City's Zoning Ordinance and Comprehensive Plan in that the proposed community/service building and maintenance garage would be constructed well outside the minimum building setback requirements, and the proposed improvements would serve as accessory uses incidental to the foregoing principal uses located on the R3-zoned Subject Property;
- B. The improvements and continued utilization of the Subject Property as an affordable rental townhouse complex will be continued through additional investment into the property grounds and individual dwelling units, and is considered a reasonable use of the property and will conform with ordinance standards;

RESOLUTION NO.

- C. The Site and Building Plan proposal is considered consistent with the recommendations of the City's Comprehensive Plan for this area of the City as it is designated for high density, multi-family use, and was originally constructed in 1978;
- D. The Site and Building Plan proposal appears to be a good and continued long range use of the existing site and the proposed improvements to the Subject Property, including the construction of a community/service building, which would offer a fitness room, party room, and patio, and the installation of additional walking paths and playground equipment can be considered an asset to the residents residing at Unity Place; and
- E. Based upon the above considerations, it is believed that the guidelines for evaluating and approving a Site and Building Plan, as contained in Section 35-230 (Plan Approval) of the City's Zoning Ordinance, are met and the Site and Building Plan proposal is, therefore, in the best interest of the community.

BE IT FURTHER RESOLVED that the City Council of the City of Brooklyn Center, Minnesota, does hereby recommend that Planning Application No. 2018-014, for the property located at 7256 Unity Avenue North, be approved subject to the following conditions and considerations:

1. **Building and Site Plan and Review:** The building plans are subject to review and approval by the Building Official with respect to applicable codes prior to the issuance of permits; and the final location or placement of any fire hydrants and other fire related building code items shall be reviewed and approved by the Fire Inspector.
 - a. Any major changes or modifications made to this Site and Building Plan can only be made by an amendment to the approved Site and Building Plan as approved by the City Council.
 - b. The Applicant shall work with City staff to identify additional opportunities to minimize the parking deficiency by adding off-street parking on the Subject Property. Should additional parking be identified, the site plans shall be revised as necessary as part of any building permit submittal.
 - c. The community/service building will require installation of a fire sprinkler system, per City Code.
 - d. A pre-construction conference shall be held with City staff and other entities designated by the City prior to issuance of a Building Permit.

RESOLUTION NO.

2. Agreements:

- a. The Property Owner shall enter into a utility, facilities, and easement agreement for maintenance and inspection of utility and storm drainage systems as approved by the City Engineer prior to the issuance of building permits.
 - i. The preliminary/final plat, which is also considered under Planning Commission Application No. 2018-014, should be updated to reflect all existing easements. If easements are found to be unrecorded, the easements shall be recorded at Hennepin County.
- b. The Developer shall execute a separate Performance Agreement with supporting financial guarantee approved by the City, which ensures the Subject Property will be constructed, developed, and maintained in conformance with the plans, specifications, and standards comprehended under this Site and Building Plan.
- c. The Developer shall submit an as-built survey of the property, improvements and utility service lines prior to release of the Performance Agreement financial guarantee.

3. Engineering Review: The Applicant agrees to comply with all conditions or provisions noted in the City Engineer's Review memorandum, dated August 24, 2018.

- a. A land disturbance (alteration) permit and building permit is required.
- b. Final grading, drainage, utility and erosion control plans and any other site engineering related issues are subject to review and approval by the City Engineer prior to the issuance of permits.

4. Construction Standards:

- a. Appropriate erosion and sediment control devices shall be provided on site during construction as approved by the City's Engineering Department.
- b. The Applicant shall complete a Construction Management Plan and Agreement and submit the associated deposit as part of a non-compliance provision.
- c. All work performed and materials used for construction of utilities shall conform to the City of Brooklyn Center Standard Specifications and Details.

5. Facilities and Equipment:

- a. Any outside trash disposal facilities and roof top or on ground mechanical equipment shall be appropriately screened from view.

RESOLUTION NO.

- b. The Applicant shall work with City staff to determine whether adequate trash enclosures are provided on the Subject Property and ensure that all trash and debris is removed from the Subject Property in a timely manner. The Applicant should identify a plan to ensure trash is not dumped near the adjacent waterways along the rear portions of the townhouse units, and a plan for removal when dumping does occur.
6. **Landscaping:** All landscaped areas shall include approved irrigation systems to facilitate site maintenance.
- a. The Applicant shall work with City staff to revise the Landscape Plan to meet the minimum Landscape Points required per City policy.
 - b. Per City requirements, an irrigation system is required.
 - c. The contractor shall submit irrigation shop drawings for review and approval prior to installation.
7. **Signage:** The Applicant shall submit a Building Permit application for any proposed signage as part of the development proposal. Signage is subject to the Chapter 34 (*Sign Ordinance*).

September 10, 2018

Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member
and upon 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.

7256 Unity Avenue North | Dan Walsh (Community Housing Development Corporation)



REQUEST:

- (1) Site and Building Plan
- (2) Preliminary and Final Plat

Background & Request

- Applicant is requesting approval of:
 - **(1)** Approval of a Site and Building Plan for an approximately 2,600-square foot community/service building, an approximately 550-square foot maintenance garage, and other related site improvements, and **(2)** request for Preliminary and Final Plat approval
 - This site is more commonly known as “Unity Place” and is a 112-unit affordable rental townhouse complex
 - Property is zoned R3 (Multiple Family Residence) District



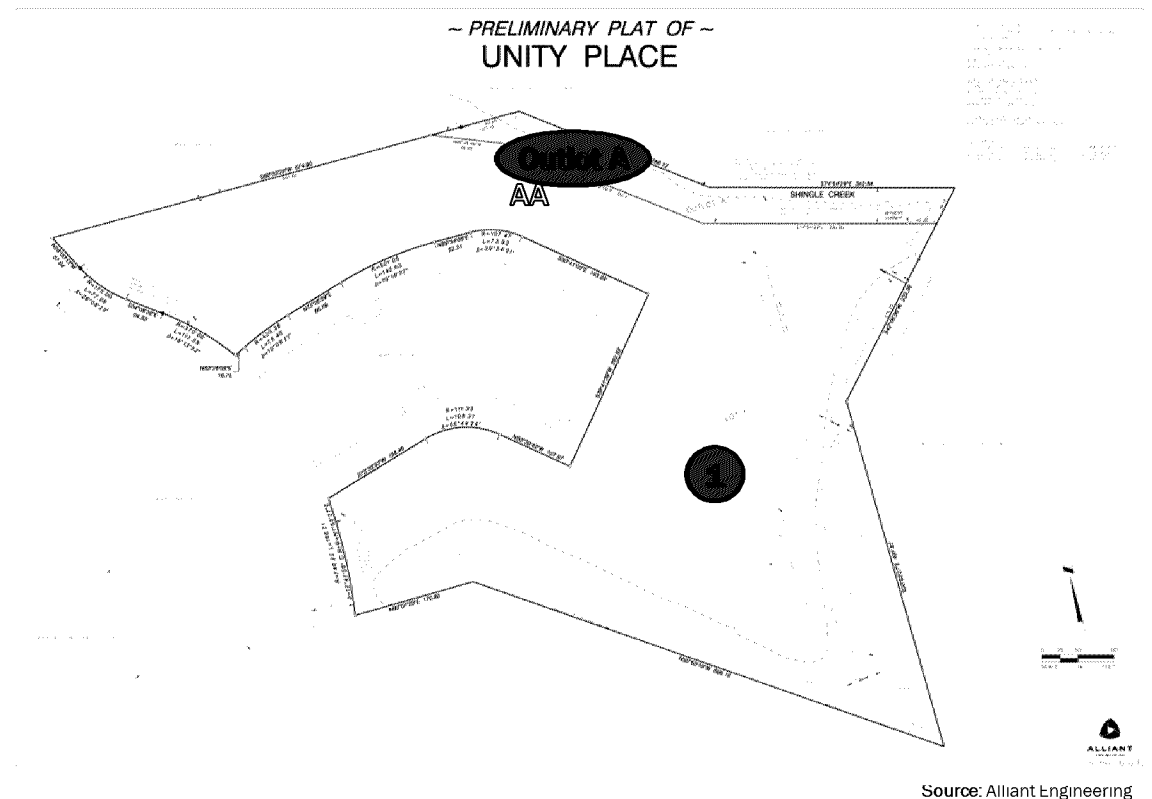
Source: Google Maps

Existing Conditions

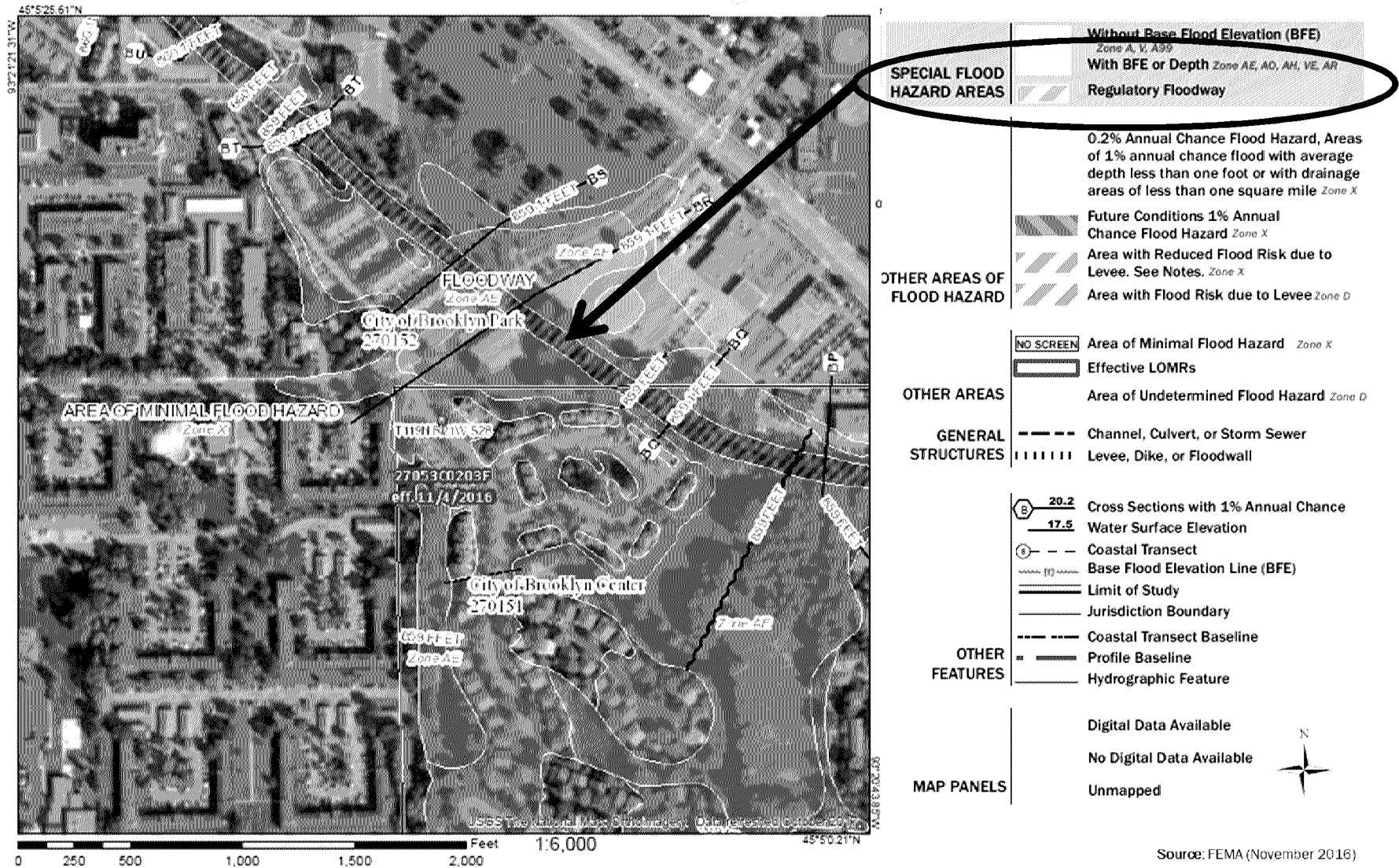


Preliminary | Final Plat

- Applicant is requesting preliminary **and** final plat approval to formally subdivide and consolidate Lots 1 to 113, Block 1 contained in THE PONDS PLAT SIX. This would result in the creation of:
 - Lot 1 – Approximately 10.17 acres
 - Outlot A– Approximately 0.78 acres
- Approval would allow for the creation of an outlot along Shingle Creek, which would ultimately separate the floodway portion of the Subject Property from that portion containing the Subject Property's improvements (i.e. dwelling units).
 - This is required as part of Applicant's intent to apply for HUD financing, which would allow for overall upgrading of the existing 112 townhouse units, construction of the new community/service building, maintenance garage, and site improvements.
 - Additionally, the existing plat (THE PONDS PLAT SIX) is a townhouse style plat that was originally intended for individual ownership. As the use is as rental housing, there is an opportunity to simplify Block 1 into one lot and one outlot, rather than the existing 113 lots.
 - Blocks 2 (central commons area) and 3 (western portion of Subject Property) are *not* under consideration as part of this application.

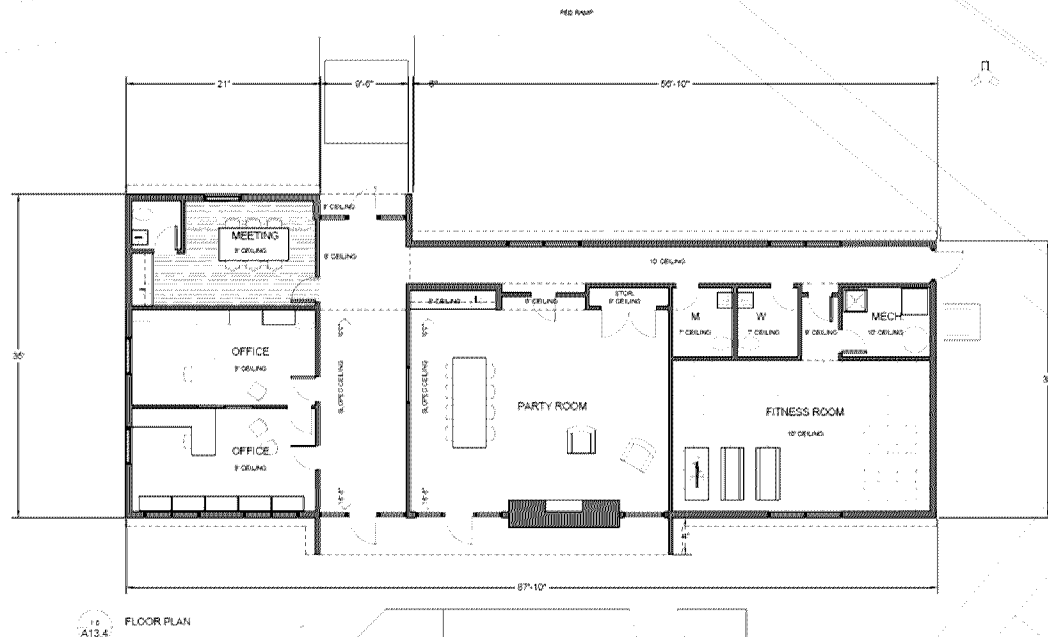


Preliminary | Final Plat (Cont.)



Building Review

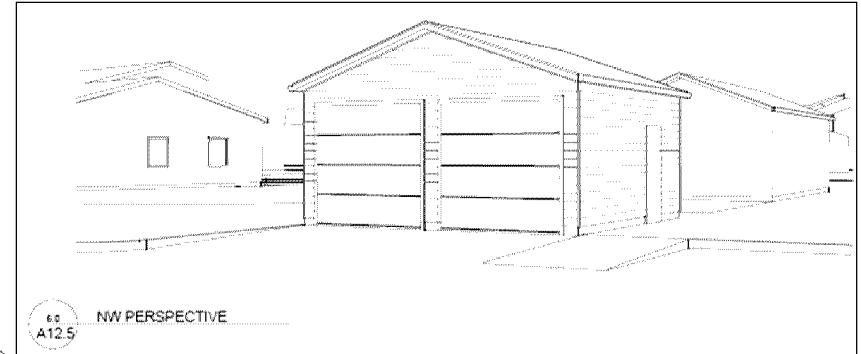
- Applicant is requesting approval for construction of an approximately 2,600-SF community/service building in the central commons area of the Subject Property, which would provide residents with:
 - Fitness room, party room, meeting room, and relocated leasing offices.
 - A patio would be constructed off the building and new playground equipment would be installed.



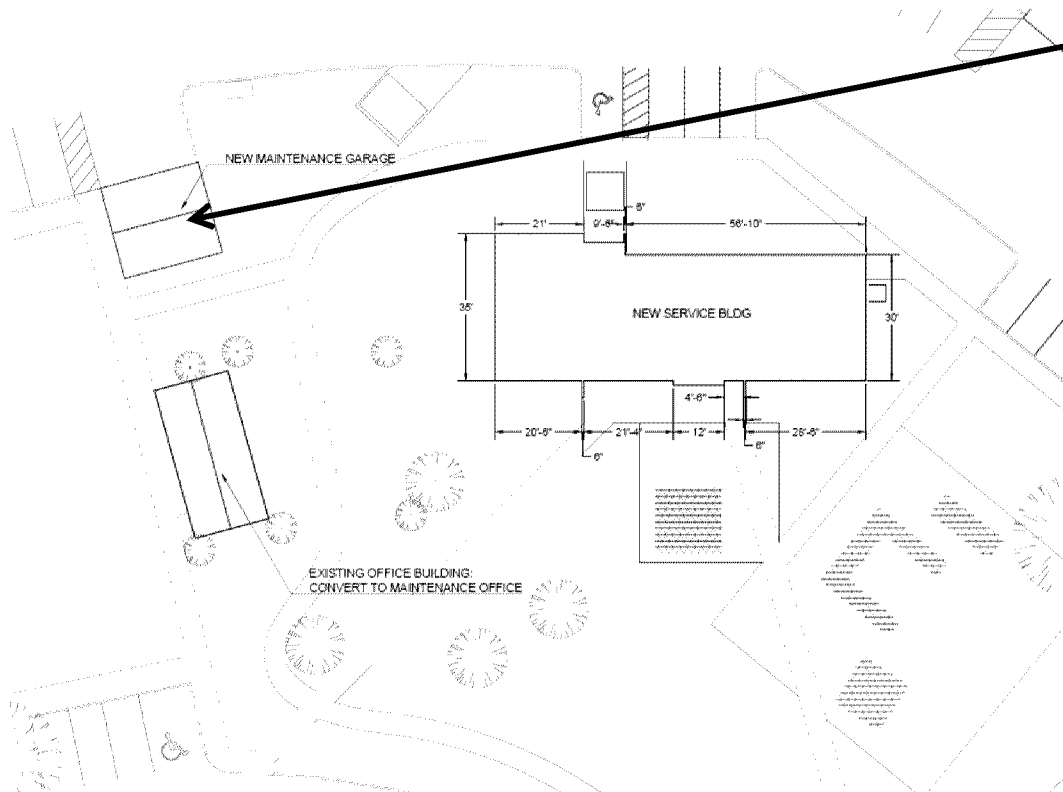
Source: Miles & Associates

Building Review (Cont.)

- Applicant is also requesting approval of an approximately 550-SF maintenance garage
- No City mandated building material regulations for residential uses—Applicant intends to use lap/panel siding



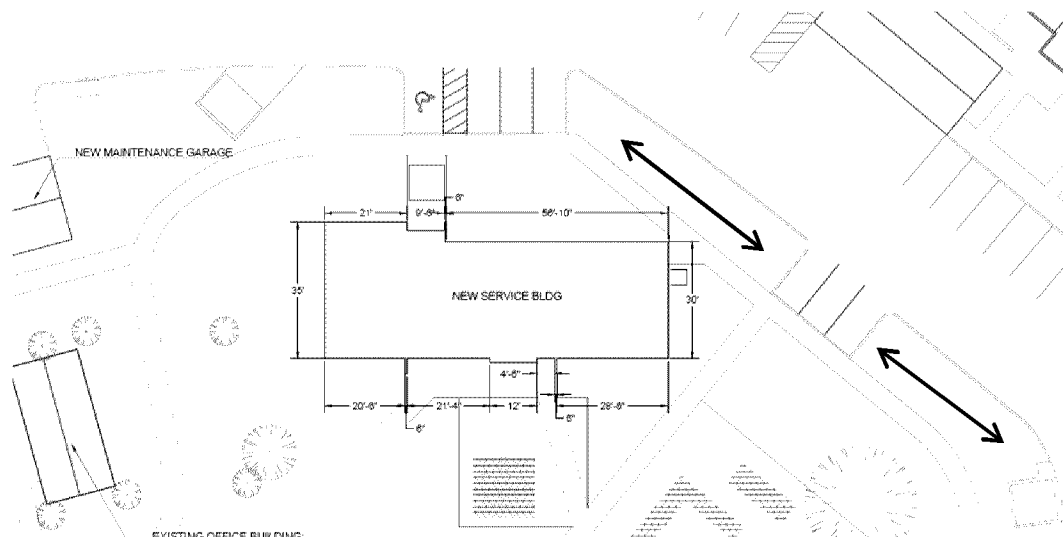
Source: Miles & Associates



Source: Google Maps

Access and Parking

- ❑ There are no plans to alter the existing Ponds Drive (private road) or Unity Avenue North
- ❑ The Applicant is proposing to install seven (7) new parking spaces, including one (1) ADA space.
 - This would bring parking deficiency from 28 to 21 parking spaces short.
- ❑ Following review of Subject Property, City staff feels there may be additional opportunities to add parking along central commons area.



Parking Use	Minimum Required Parking Spaces	Provided Parking Spaces (in bold)
Residential	112 dwelling units x 2 spaces per dwelling unit= 224 spaces needed	203 spaces
ADA (201 to 300 spaces)	7 spaces	Verify
Total Required Parking	224 spaces (ADA spaces incorporated into total)	
Total Provided Parking		203 spaces – deficient 21 spaces (ADA spaces incorporated into total)

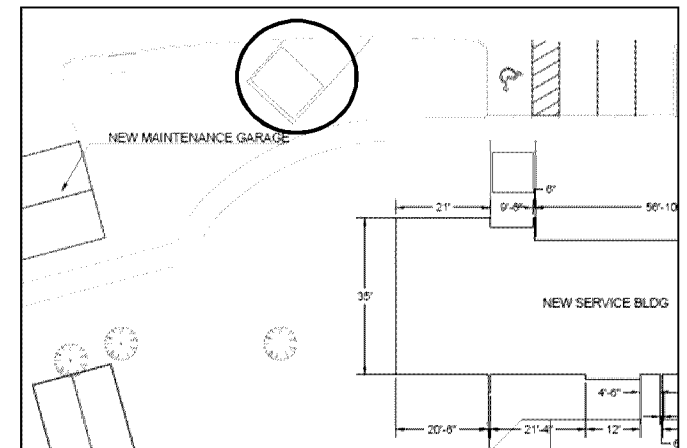
Lighting | Trash | Screening

□ Lighting

- **Photometric Plan:** The proposed lighting is within the maximum allowable foot-candles (10 f.c. for non-residential/street ROW, and 3 f.c. for residential)
- **Lighting Fixture Count:** 12 new light fixtures
 - Per City Code, lighting is to be down-cast, and utilize lenses, reflectors, or shades. **The proposed lighting would be LED and possess cutoff lenses.**
 - The Applicant should verify that the three (3) 20-foot high light poles, which indicate a “medium cutoff,” will be shielded.

□ Trash | Screening

- Trash enclosure is to be fully enclosed and screened. An enclosure is proposed alongside the proposed community/service building.
- There are three existing trash enclosures located around the perimeter of the central commons area – Applicant should ensure enclosures have been maintained and that all dumpster lids and enclosure gates are closed when not in use.
- Per phone conversations with neighboring residents, some concerns were identified regarding the overall maintenance of the trash enclosure facilities for the Subject Property, and, specifically, dumping that has occurred along the southern property line, between the townhouses and an existing chain link fence along the adjacent waterway.
- Staff noted that a plan to engage and educate residents about proper disposal should be identified, and the Applicant should be proactive in keeping the Subject Property, and especially the areas along the waterway, clear of trash and debris. The Applicant addressed these issues at the Planning Commission meeting on August 30, 2018.



Landscaping

- A landscape plan was provided by the Applicant.

Planting Type	Minimum Size	Points Per Planting	Maximum Points (%)	Points Accrued
Shade Trees	2 1/2" diameter	10	50% or <u>584 points</u>	584 points accrued (78 trees x 10 = 780)
Coniferous Trees	5' height	6	40% or <u>467 points</u>	234 points accrued (39 trees x 6 = 234)
Decorative Trees	1" diameter	1.5	35% or <u>409 points</u>	1.5 points accrued (1 tree x 1.5 = 1.5)
Shrubs	12" diameter	0.5	25% or <u>175 points</u>	140.5 points accrued (281 shrubs x 0.5 = 140.5)
Total			100% = 1,167 points	960 points

- A minimum of 1,167 points is required for the 16.45 acre site assuming a "Multi-Family Residential" use.
- Based on City staff calculations, the Applicant is providing 960 points, **which is 207 points deficient** of the plantings necessary per the City's Landscape Point System Policy. There may be opportunities to add additional landscaping, or account for plantings that may have not been counted (that should be). The Landscape Plan will need to be revised as part of any building permit submittal.
- Applicant noted that site will be fully irrigated.

Staff Reviews

■ Assistant City Engineer

- Applicant shall comply with the comments and conditions as noted in the memorandum August 24, 2018 (Exhibit D).
- No project review is required by the West Mississippi Watershed Commission (proposed disturbed area less than 0.5 acres), and an NPDES permit is not required.
- The Applicant should attempt to install BMPs to improve water quality, wherever possible and feasible.

■ Fire Inspector

- Per plans received and discussions with the Building Official, the community/service building must be sprinklered as it is a public (commercial) building.
 - Applicant will need to work with Fire Inspector to ensure compliance with such items as: maximum distance from fire hydrants, direct emergency access to riser/utility room, any necessary FDC connections, installation of fire sprinkler system, etc.
- The Applicant shall work with the Fire Inspector and Building Official to ensure all aspects of the site meet Fire Code and Building Code requirements.

Summary



- A Public Hearing notice was published in the Brooklyn Center *Sun Post* on August 16, 2018, and mail notices were sent.
- City staff spoke to a number of residents residing along 72nd Circle, just south of Unity Place (Subject Property), as well as a resident with properties along Unity Avenue North and 71st Circle, and included inquiries as to:
 - Where the community/service building and maintenance garage would be built
 - If new dwelling units were to be built
 - How the project was to be financed
 - Impact on City's tax base and resident property taxes
 - Concerns relating to the construction timeline and any constriction to Unity Avenue North for construction equipment and materials, etc.
- A couple residents commented on the dumping of trash behind some of the Unity Place townhouse units, which face some of the properties along 72nd Circle.
- The Applicant addressed one of the residents at the PC Meeting on August 30th. Per a follow-up conversation, the Applicant intends to **(1)** introduce information to residents on the proper disposal of trash, **(2)** install “no dumping” signage in multiple languages at key locations around the perimeter of the Subject Property, and **(3)** incorporate the management and maintenance provisions requests regarding trash enclosures/dumpsters and dumping to the formal management agreement with the on-site management company.
- Following commentary from the resident and Applicant/representatives of Applicant, and questions from the Commissioners, the Planning Commission approved the Preliminary/Final Plat request (6-0) and Site and Building Plan request (6-0).

Summary and Recommendation

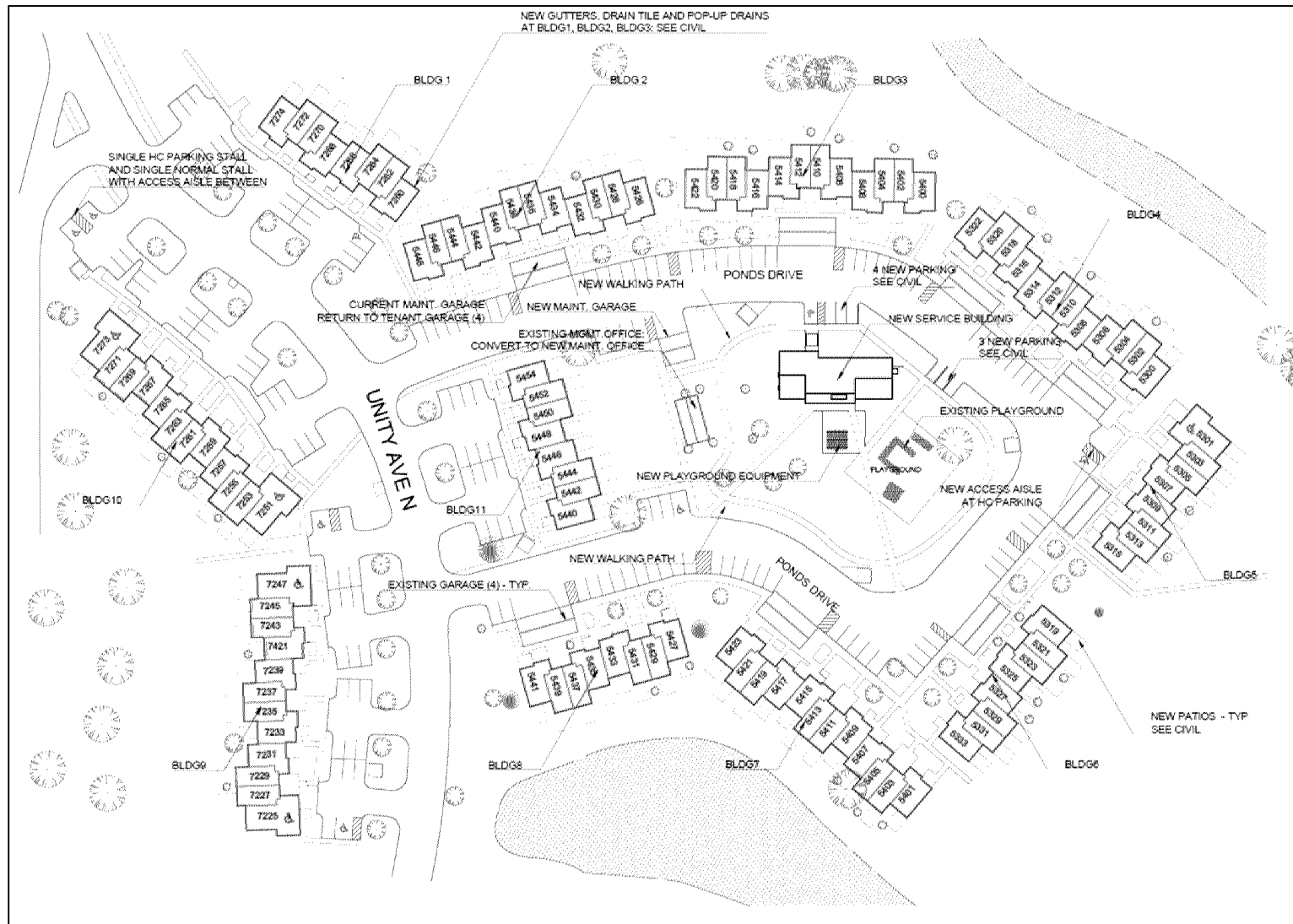


Recommendation

- Based on the above-noted findings, the Planning Commission recommends:

- **City Council approve the resolutions regarding the disposition of Planning Commission Application No. 2018-014, for a Preliminary and Final Plat and Site and Building Plan approval, based on the submitted plans, findings of fact, and subject to the conditions outlined in the Planning Commission Staff Report dated August 30, 2018.**

Site Plan (Unity Place)



COUNCIL ITEM MEMORANDUM

DATE: 9/10/2018

TO: Curt Boganey, City Manager

THROUGH: Reggie Edwards, Deputy City Manager

FROM: Barb Suciu, City Clerk

SUBJECT: Resolution Temporarily Suspending the Issuance of New Licenses for Sale of Tobacco or Tobacco Related Products

Requested Council Action:

- The City Council consider and approve the resolution temporarily suspending the issuance of new licenses for tobacco or tobacco related products

Background:

At the August 27, 2018, Work Session, the City Council was presented information regarding raising the age limit for purchase and placing other restrictions on the availability and sale of tobacco and tobacco-related products.

The City Council directed the preparation of an ordinance amending Sections 23-101 to 23-108 of the Brooklyn Center City Code regarding Tobacco and tobacco-related products.

During the preparation of amending the ordinance, it is in the public's best interest to temporarily suspend the issuance of new licenses regarding the sale of tobacco and tobacco-related products.

Budget Issues:

N/A

Strategic Priorities and Values:

Enhanced Community Image

Member
moved its adoption:

introduced the following resolution

RESOLUTION NO. _____

RESOLUTION TEMPORARILY SUSPENDING THE ISSUANCE OF NEW
LICENSES FOR SALE OF TOBACCO OR TOBACCO RELATED PRODUCTS

WHEREAS, the Brooklyn's Youth Council ("BYC"), whose mission is to represent youth in Brooklyn Center by providing a voice in collaboration with the community and local government in order to positively raise awareness of problems facing youth, has performed a study on the effects of the availability of tobacco and tobacco-related products to young people; and

WHEREAS, the City of Brooklyn Center ("City") is currently undertaking a study regarding the effect of raising the age limit for purchase and placing other restrictions on the availability and sale of tobacco and tobacco-related products; and

WHEREAS, the City, as part of its study, requested input and recommendations from BYC, Hennepin County, and local businesses; and

WHEREAS, the City Council has heard from the BYC, considered the information collected by City staff, and reviewed BYC's recommendations with regard to options for addressing tobacco-related concerns; and

WHEREAS, the City Council has directed the preparation of an ordinance amending Sections 23-101 to 23-108 of the Brooklyn Center City Code ("Code") regarding tobacco and tobacco-related products; and

WHEREAS, the City Council has determined it is in the public's best interest to temporarily suspend the issuance of new licenses authorizing the sale of tobacco and tobacco-related products while the ordinance amending the Code is considered, adopted, and goes into effect; and

WHEREAS, the City has determined that effectuating said temporary suspension of the issuance of new licenses requires clear direction to the City Manager.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, that:

1. The City Council hereby temporarily suspends the issuance of new licenses for sale of tobacco or tobacco-related products until such time as the ordinance amending Sections 23-101 to 23-108 of the Code is adopted and goes into effect.

RESOLUTION NO. _____

2. The City Manager shall direct City staff to not accept or process applications for new licenses for sale of tobacco or tobacco-related products during this temporary suspension.
3. This temporary suspension does not affect the City's acceptance, processing, and issuance of applications to renew existing licenses for the sale of tobacco or tobacco-related products.

September 10, 2018

Date

Mayor

ATTEST: _____
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon 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.

COUNCIL ITEM MEMORANDUM

DATE: 9/10/2018

TO: Curt Boganey, City Manager

THROUGH: Meg Beekman, Community Development Director

FROM: Xiong Thao, Housing & Community Standards Supervisor

SUBJECT: Resolution Approving a Type IV - 6 Month Provisional License for 6501 Brooklyn Drive

Requested Council Action:

- Motion to approve a resolution approving a Type IV - 6 Month Rental License for 6501 Brooklyn Drive

Background:

Budget Issues:

There are no budget issues to consider.

Strategic Priorities and Values:

Safe, Secure, Stable Community

COUNCIL ITEM MEMORANDUM

DATE: September 10, 2018

TO: Curt Boganey, City Manager

THROUGH: Meg Beekman, Community Development Director

FROM: Xiong Thao, Housing and Community Standards Supervisor

SUBJECT: Type IV 6-Month Provisional Rental License for 6501 Brooklyn Dr

Recommendation:

It is recommended that the City Council consider **approval of the Mitigation Plan**, Resolution and issuance of a Type IV 6-Month Provisional Rental License for 6501 Brooklyn Dr. The applicant or representative has an opportunity to present evidence regarding the submitted Mitigation Plan. If the Council chooses **to modify or disapprove the Mitigation Plan**, it is recommended that the motion be to direct staff to prepare proposed findings for modification or disapproval of the Mitigation Plan and notify the license applicant of any pending license actions to be taken at a subsequent Council Meeting. (By ordinance, the applicant hearing is intended only to modify or approve the Mitigation Plan and is not to be used as an opportunity to modify a license type.)

Background:

This owner is applying for a renewal rental license. This is a single family property. The previous license was a Type IV Rental License issued on March 26, 2018, on condition of adherence to the Mitigation Plan and City Ordinances.

The property would qualify for a Type III Rental License based on 6 property code violations found during the initial rental inspection and one (1) validated police nuisance incidents for the past twelve months. However, the owner failed to comply with the Mitigation Plan and applicable Ordinances, specifically failed to attend Owners/Managers Association Meetings and turn in monthly updates. According to City Ordinances, if the requirements of the license category and the Mitigation Plan are not met, the license renewal category remains a Type IV.

City Ordinance Section 12-901.2 requires a licensee of a Type IV Rental Property to complete Phase II of the Crime Free Housing Program. City Ordinance Section 12-914.3.c requires an owner (or authorized representative) to attend a minimum of 50 percent of Owners/Managers Association Meetings.

Staff is recommending approval of the continued Type IV Rental License in lieu of denial, revocation or suspension because the owner is working with staff to meet the license requirements and the property is currently in compliance with the ordinance.

The following is a brief history of the license process actions.

COUNCIL ITEM MEMORANDUM

Current rental license approval activities for license that expires 09/30/2018:

- 01-04-2018 The owner, Dawn M Araya, applied for renewal of the rental dwelling license for 6501 Brooklyn Dr, a single family dwelling.
- 02-22-2018 An initial rental license inspection was conducted. The tenant denied access to the property.
- 03-09-2018 A second rental inspection was conducted and failed. Six property code violations were cited, see attached rental criteria. A \$100 reinspection fee was charged to the property.
- 03-31-2018 The previous Type IV Rental License expired.
- 04-11-2018 A third rental inspection was conducted and passed, however, \$100 reinspection fee is still owed.
- 04-27-2018 The \$100 reinspection fee was paid.
- 05-09-2018 City records indicate one validated police nuisance incidents occurred in the past twelve months: 09/02/2017; disturbing peace.
- 05-09-2018 A letter was sent to the owner(s) notifying of qualification for Type IV 6-Month Provisional Rental License, including additional requirements to obtain a rental license. I.e. submit mitigation plan, completion of Phases I, II, and III of Crime Free Housing Program, etc.
- 06-06-2018 A \$300 Administrative Citation was issued for operating without a rental license.
- 06-14-2018 A second letter was sent to the owner(s) notifying of qualification for Type IV 6-Month Provisional Rental License, including additional requirements to obtain a rental license. I.e. submit mitigation plan, completion of Phases I, II, and III of Crime Free Housing Program, etc.
- 08-01-2018 A \$125 Administrative Citation was issued for failure to submit a Mitigation Plan.
- 08-08-2018 A Mitigation Plan was submitted.
- 08-24-2018 The Mitigation Plan was finalized.
- 09-04-2018 A letter was sent to the owner notifying that the hearing before the Council will be held September 10, 2018.

Prior rental license approval activities for license that expires 03/31/2018:

- 08-14-2017 The owner, Dawn M Araya, applied for renewal of the rental dwelling license for 6501 Brooklyn Dr, a single family dwelling.
- 08-31-2017 An initial rental license inspection was conducted. Fourteen property code violations were cited, see attached rental criteria.
- 09-30-2017 The previous Type IV Rental License expired.
- 10-02-2017 A second rental inspection was conducted and failed. The tenant denied access to the property. A \$100 reinspection fee was charged to the property.
- 10-17-2017 A third rental inspection was conducted and failed. No reinspection fee was charged.
- 10-31-2017 A fourth rental license inspection was conducted and passed, however, \$100 reinspection fee is still owed.
- 11-09-2017 City records indicate one validated police nuisance incidents occurred in the past twelve months: 09/02/2017; disturbing peace.

COUNCIL ITEM MEMORANDUM

- 11-09-2017 A letter was sent to the owner(s) notifying of qualification for Type IV 6-Month Provisional Rental License, including additional requirements to obtain a rental license. I.e. submit mitigation plan, completion of Phases I, II, and III of Crime Free Housing Program, etc.
- 11-27-2017 A second letter was sent to the owner(s) notifying of qualification for Type IV 6-Month Provisional Rental License, including additional requirements to obtain a rental license. I.e. submit mitigation plan, completion of Phases I, II, and III of Crime Free Housing Program, etc.
- 12-01-2017 The \$100 reinspection fee was paid.
- 12-14-2017 A \$300 Administrative Citation was issued for operating without a rental license.
- 03-13-2018 A Mitigation Plan was submitted.
- 03-16-2018 The Mitigation Plan was finalized.
- 03-19-2018 A letter was sent to the owner notifying that the hearing before the Council will be held March 26, 2018.

Prior rental license approval activities for license that expires 09/30/2017:

- 08-19-2016 The Owner, ADS, LLC, applied for an initial rental dwelling license for 6501 Brooklyn Dr, a single family property.
- 09-08-2016 An initial rental license inspection was not conducted; no access was provided at time of inspection.
- 10-06-2016 A \$300 Administrative Citation was issued for renting without a license.
- 12-19-2016 A second inspection was conducted and failed. 13 property code violations were cited, see attached rental criteria.
- 01-17-2017 A third inspection was conducted and rental license passed.
- 02-08-2017 A letter was sent to the owner(s) notifying of qualification for Type IV 6-Month Provisional Rental License, including additional requirements to obtain a rental license. I.e. submit mitigation plan, completion of Phases I, II, and III of Crime Free Housing Program, etc.
- 02-21-2017 A Mitigation Plan was submitted.
- 03-03-2017 The Mitigation Plan was finalized.
- 03-06-2017 A letter was sent to the owner notifying that the hearing before the Council will be held March 13, 2017.

If approved, after six months, a new rental license is required. The license process will begin immediately. The new license will be based on the property code violations found during the initial renewal license inspection and the number of validated police calls for services for disorderly activities and nuisances as defined in 12-911. The terms of the mitigation plan must also be met.

Excerpt from Chapter 12 of City Code of Ordinances:

Section 12-913. TYPE IV PROVISIONAL LICENSES.

COUNCIL ITEM MEMORANDUM

1. Rental properties that meet the provisional licensing criteria as described in Section 12-901 are eligible only for provisional licenses.
2. The City will provide by mail to each licensee a monthly report of any police and fire calls and incidents and applicable property Code violations as described in Section 12-901.
3. Mitigation Plan. The applicant for a provisional license must submit for Council review a mitigation plan for the license period. The mitigation plan shall describe steps proposed by the applicant to reduce the number of police and fire calls and/or the property Code issues described in Section 12-901 and 12-911 to a level that qualifies for a Type I, II, or III license. The mitigation plan may include such steps as changes in tenant screening procedures, changes in lease terms, security measures, rules and regulations for tenant conduct, security personnel, and time frame to implement all phases of the Crime Free Housing Program.
4. Council Consideration. The application with a proposed mitigation plan will be presented to the City Council together with a recommendation by the City Manager or the Manager's designee as to the disposition thereof. After giving the applicant an opportunity to be heard and present evidence, the Council shall approve, disapprove, or approve with conditions the application and the mitigation plan. If the Council disapproves an application and mitigation plan or approves it with conditions, it shall state its reasons for so doing in writing. In evaluating a mitigation plan, the Council will consider, among other things, the facility, its management practices, the nature and seriousness of causes for police and fire incidences and/or property Code issues and the expected effectiveness of measures identified in the plan to reduce the number of police and fire incidences and/or property Code violations. In evaluating a mitigation plan submitted by an applicant already under a provisional license, the Council will also consider the effectiveness of measures identified in the applicant's previous mitigation plan and the need for different or additional measures to reduce police and fire incidences and/or property Code violations.
5. Compliance with Mitigation Plan. The licensee shall comply with the mitigation plan as approved or modified by the Council. No later than the tenth day after each calendar month, the licensee shall mail or deliver to the City Manager a written report describing all steps taken in furtherance of the mitigation plan during the preceding month.

Rental License Category Criteria Policy – Adopted by City Council 03-08-10

1. Determining License Categories.

License categories are based on property code and nuisance violations noted during the initial or renewal license inspection or for a category verification inspection, along with excessive validated police service calls occurring over a year. License categories are performance based and more accurately depict the condition of the property and the City costs of service.

COUNCIL ITEM MEMORANDUM

2. Fees.

Fee amounts are determined by the costs of the city to license, inspect, monitor and work with the property to ensure category conditions are met. License fees do not include reinspection fees, late fees, charges for criminal or civil enforcement actions, or other penalties.

3. Category Conditions.

The licensee or designated agent must meet the category conditions in the time period specified by the City. A licensee must meet all original conditions required by the License Category, even if a subsequent license category is achieved.

4. License Category Criteria.

a. Property Code and Nuisance Violations.

Property code violation rates will be based on the average number of property code violations per unit identified during the licensing inspection or category verification inspection. Property code violations for purposes of determining licensing categories shall include violations of property code and nuisances as defined in Chapter 12, 19, 7 and other applicable local ordinances. The City may, upon complaints or reasonable concerns that the establishment no longer complies with the license category criteria, perform a category verification inspection to the same standards as the license renewal inspection as indicated below.

Inspections will be conducted in conjunction with established department policies. In cases where 100% of the units are not inspected, the minimum inspection standards will be established as follows:

- At least 75% of units will be inspected for properties with 15 or less units.
- At least 25% of units, to include a minimum of 12 units, will be inspected for properties with 16 or more units.

Property Code and Nuisance Violations Criteria		
License Category (Based on Property Code Only)	Number of Units	Property Code Violations per Inspected Unit
Type I – 3 Year	1-2 units	0-1
	3+ units	0-0.75
Type II – 2 Year	1-2 units	Greater than 1 but not more than 4
	3+ units	Greater than 0.75 but not more than 1.5

COUNCIL ITEM MEMORANDUM

Type III – 1 Year	1-2 units	Greater than 4 but not more than 8
	3+ units	Greater than 1.5 but not more than 3
Type IV – 6 Months	1-2 units	Greater than 8
	3+ units	Greater than 3

b. Police Service Calls.

Police call rates will be based on the average number of valid police calls per unit per year. Police incidences for purposes of determining licensing categories shall include disorderly activities and nuisances as defined in Section 12-911, and events categorized as Part I crimes in the Uniform Crime Reporting System including homicide, rape, robbery, aggravated assault, burglary, theft, auto theft and arson.

Calls will not be counted for purposes of determining licensing categories where the victim and suspect are “Family or household members” as defined in the Domestic Abuse Act, Minnesota Statutes, Section 518B.01, Subd. 2 (b) and where there is a report of “Domestic Abuse” as defined in the Domestic Abuse Act, Minnesota Statutes, Section 518B.01, Subd. 2 (a).

License Category	Number of Units	Validated Calls for Disorderly Conduct Service & Part I Crimes (Calls Per Unit/Year)
No Category Impact	1-2	0-1
	3-4 units	0-0.25
	5 or more units	0-0.35
Decrease 1 Category	1-2	Greater than 1 but not more than 3
	3-4 units	Greater than 0.25 but not more than 1
	5 or more units	Greater than 0.35 but not more than 0.50
Decrease 2 Categories	1-2	Greater than 3
	3-4 units	Greater than 1
	5 or more units	Greater than 0.50

Budget Issues:

There are no budget issues to consider.

Strategic Priorities:

- Safe, Secure, Stable Community

Attachment

- Mitigation Plan

COUNCIL ITEM MEMORANDUM

- Resolution Approving a Type IV Rental License for 6501 Brooklyn Dr



AUG 08 2018

Community Development

Rental License Plan

Handwritten Plans will not be accepted.

This form can be found on the website at www.cityofbrooklyncenter.org/rental-plan or call (763) 569-3330 for an electronic version to be sent via email.

LB

☒	
650 Brooklyn Dr	
ADS LLC	Dani Araya
950 County rd 10 suite 120 Spring lake Park MN 55432	950 County Rd 10
612-886-9829	612-328-2580
	housesmn@gmail.com
08/01/2018 3/31/18	9/30/18 LB

Based on the total number of property code violations found during the initial rental license inspection and/or validated police nuisance incidents, the above referenced property is required to submit an Action (Type III) or Mitigation Plan (Type IV). In order to ensure timely completion of the license application process, a Plan must be completed immediately and submitted for approval. The Plan includes Phase I, II, and III of the Crime Free Housing Program. It also includes measures that must be taken to ensure ongoing compliance with City Ordinances and applicable codes. A rental license Plan allows the owner and the City to review concerns and identify possible solutions to improve overall conditions of the property.

If a Plan is not submitted and/or all items are not completed within the license period, or the above property operates beyond the license expiration date, enforcement actions such as an administrative citation, formal complaint, or license review may result.

Read carefully and be sure to follow instructions, otherwise your plan will not be approved.



6501 Brooklyn Dr

Community Development

Phase I - Read and check each box.

- ☒ 1) A written lease agreement is required. The lease agreement shall include the Crime Free Housing Lease Addendum. **A copy of the lease agreement and Crime Free Housing Lease Addendum must be attached to the Plan.**
- ☒ 2) Agree to pursue the termination of lease agreement or eviction of tenants who violate the terms of the lease or any addendums.
- ☒ 3) Conduct criminal background check(s) for all new prospective tenants. If it is a current tenant a new background check is not required. Upon the City's request, documentation showing a background check was completed must be provided.
- ☒ 4) Attend an approved eight-hour Crime Free Housing training course. Information for approved courses can be found at www.mnopa.net. **If you have completed the course attach a copy of the Crime Free Housing Certificate to the Plan.**

☒

Crime Free Housing training is completed

☐

Crime Free Housing training is scheduled for

09/13/2018

Date

☐

Owner or agent plans to attend training at:

Name of City

- ☒ 5) Submit Monthly Report by the 10th day of each month. **Only required for Type IV— Mitigation Plans.**

Phase II - Read and check each box.

VB



- ☒ 1) Complete a **Security Assessment** and implement improvements required by the Brooklyn Center Police Department. To schedule a Security Assessment, call (763) 569-3344.



- ☒ 2) A follow-up assessment must be completed before the license expiration date to verify the security improvements have been implemented. To schedule a follow up inspection call (763) 569-3344.



☒ Security Assessment is completed.

☐

Security Assessment is scheduled for



650i Brooklyn Dr

Community Development

Phase III - A.R.M Meeting Requirement



1) Owner or agent must attend at minimum two (2) A.R.M. meetings. The A.R.M. meetings must be completed within the rental license period and before the License expiration date.



2) Registration is not required to attend, however you must sign-in during the meeting. A.R.M. Meeting are held in January, March, May, July, September, and November on the 2nd Thursday of the month. Meetings start at 10am and end at 11am.



3) Write two months the owner or agent plans to attend.

Owner or agent will attend A.R.M. meetings scheduled for: 09/13/2018 and Nov 2018 CB

The following actions are required for Multi-Family properties with four (4) or more units.



1) Conduct resident training annually to include crime prevention techniques.



2) Conduct regular resident meetings.



6501 Brooklyn Dr

Community Development

All components of a house will need to be replaced when it is beyond repair or its useful life. Based on condition, age, and use, an estimated replacement date will need to be provided for each listed item. Items that are broken, damaged, worn, or inoperable may require replacement sooner than scheduled.

All items must have a date under the *Estimated Replacement Date*. Plans will not be approved if writing "unsure", "don't know", or leaving it blank. If you are unsure of when an item will need to be replaced, you can make a prediction based on the age, use, condition, or manufacture recommendations.

Item	Last Replaced	Condition*	Estimated Replacement Date
<i>Example: Water Heater</i>	<i>May 2010</i>	<i>F</i>	<i>May 2020</i>
Item	Last Replaced	Condition*	Estimated Replacement Date
Furnace	2017	N	20 Years
Water Heater	2017	N	15 Years
Kitchen Appliances	2016	N	7 Years
Laundry Appliances		F	4 Years
Smoke Alarms/ Carbon Monoxide Alarms	2017	N	2 Years
Exterior Items			
Paint/Siding	2016	N	25 Years
Windows	2016	N	25 years
Roof		G	10 Years
Garage		F	5 years
Driveway		F	5 Years
Fence		G	10 Years
Sidewalks			
Shed		G	7 Years

*Condition Abbreviations:

New=N

Good=G

Fair=F

Needs Replacement=R



6501 Brooklyn Dr

Community Development

The items in this section have been proven to assist with property management, property image, and rental license category improvement.

The following actions are required:

- ☒ 1) Check-in with tenants every 30-days.
- ☒ 2) Drive-by property to check for possible code violations.
- LB ☒ 3) Evict tenants in violation of the lease or any addendums.
- ☒ 4) Remain current on all utility fees, taxes, assessments, fines, penalties, and other financial claims/payments due to the City.
- LB ☒ 5) Have no repeat code violations previously documented with the past year.
- LB ☒ 6) Conduct a pre-inspection of the property prior to the rental license inspection.
- ☐ 7) Other: _____

The following actions are optional unless required by the City.

- ☐ 1) Provide lawn/snow service.
- ☐ 2) Provide garbage service.
- ☐ 3) Install security system.
- ☐ 4) Provide maintenance service plan for appliances.
Name of service company: _____
- ☐ 5) Other: _____

The licensee must comply with the approved Plan and all applicable City Codes. A copy of the approved plan will be sent with a reminder notice to comply with the rental license requirements.



6501 Brooklyn Dr

Community Development

I verify that all information provided is true and accurate. I understand that if I do not comply with the approved Plan, comply with all items within the license period, or operate beyond the license expiration date, enforcement actions such as citations, formal complaints, or license review may result.

Dani Araya

Owner or Agent Name and Title (Please Print)

Owner or Agent Signature

08/09/2018

Date

Additional Owner or Agent Name and Title (If Applicable, Please Print)

Additional Owner or Agent Signature (If Applicable)

Date

City Staff Only

BK 121 CFS

Police Department

8/20/2018

Date

STAR HSE + Community Dev

Community Development

8/24/18

Date

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION APPROVING A TYPE IV RENTAL LICENSE FOR 6501 BROOLYN DR

WHEREAS, City Ordinance Sections 12-900 to 12-916 set forth requirements for licensed rental properties; and

WHEREAS, the property located at 6501 Brooklyn Dr, was issued a Type IV Rental License on March 26, 2018; and

WHEREAS, City Ordinance Section 12-901.2 requires a property owner who receives a Type IV Rental License complete Phase I, II and III of the Crime Free Housing Program; and

WHEREAS, City Ordinance Section 12-914.3.c establishes the requirement for Phase II of the Crime Free Housing Program including attendance at a minimum of 50 percent of Owners/Managers Association Meetings and completion of Crime Prevention Through Environmental Design Requirements; and City Ordinance Section 12-913 requires submittal of monthly updates; and

WHEREAS, the property owner of 6501 Brooklyn Dr, Brooklyn Center failed to attend Owners/Managers Association Meetings and turn in monthly updates, and/or other requirements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center, Minnesota, that a TYPE IV Rental License is hereby approved for the property at 6501 Brooklyn Dr, Brooklyn Center, MN.

September 10, 2018

Date

Mayor

ATTEST: _____

City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member

and upon 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.

**Council/EDA Work
Session**

City Hall Council Chambers
September 10, 2018

AGENDA



The City Council requests that attendees turn off cell phones and pagers during the meeting. A copy of the full City Council packet is available to the public. The packet ring binder is located at the podium.

ACTIVE DISCUSSION ITEMS

1. BC Liquor Market Study
2. Backyard Chicken Ordinance

PENDING LIST FOR FUTURE WORK SESSIONS

1. Future Ongoing Items
 - Cities United Membership
 - ADA Transition Plan
 - Liquor/Public Dance Ordinance- September
 - Hennepin County Library
 - Livable Wage
 - Prevailing Wage
 - Semi Truck Parking Ordinance - September
 - Transient Accommodations - September

MEMORANDUM - COUNCIL WORK SESSION

DATE: 9/10/2018

TO: Curt Boganey, City Manager

FROM: Nathan Reinhardt, Finance Director

SUBJECT: BC Liquor Market Study

Recommendation:

It is recommended that the City Council consider providing direction to staff regarding municipal liquor market study and recommendations of City ownership of its municipal liquor stores.

Background:

On October 20, 2017 the City requested the submittal of qualifications from interested firms to complete a municipal liquor store market analysis study to assist the City in the determining of:

1. How can sales, market share and profit be optimized for our stores?
 - Considerations of current effectiveness, new site locations, and expansions or upgrading of current facilities.
2. What are the optimal locations for our liquor stores?
 - How many liquor stores would provide for optimal sales/profitability?
3. Should the City lease or own its liquor stores?
 - What opportunities exist within the identified optimal areas for leasing and owning?

The City received three responses to the request for qualifications and interviewed all three firms before selecting the Shenhon Company to complete the study. Shenhon Company is a multi-disciplinary valuation firm that has experience evaluating the real estate and business of liquor stores. The type, size, and location of a liquor store and market considerations they are regularly asked to evaluate. Bob Strachota, President has 40 years of experience in the industry.

A draft of the market study was provided to the City on May 24th, 2018. City staff has since met and discussed the results with the Shenhon Company as well as preliminarily explored the recommendations provided in the report.

At the September 10, 2018 work session, Bob Strachota will present an overall summary and findings contained in their market study, and review options for the location of Store #1 (5625 Xerxes Avenue North).

Attachments include:

1. Cover Letter (provides recommendations)
2. Executive Summary

Policy Issues:

The lease at Store #1 (5625 Xerxes Avenue North) ends June of 2020. Does the City Council support the recommendation to move forward with the ownership of a municipal liquor store in proximity to the current location of Store #1?

Strategic Priorities and Values:

Safe, Secure, Stable Community

May 24, 2018

Mr. Nathan Reinhardt
Finance Director
City of Brooklyn Center
6301 Shingle Creek Parkway
Brooklyn Center, Minnesota 55430

RE: Economic and Market Study of BC Liquor Municipal Liquor Store Operations

Dear Mr. Reinhardt:

In accordance with your request, we conducted a consulting analysis of the above-mentioned matter as of the date of this letter, May 24, 2018. We included our engagement letter with the City of Brooklyn Center outlining the scope of our engagement in the addendum of this report. The purpose of this report is to analyze Brooklyn Center's municipal liquor operations as it relates to the following:

1. How can sales, market share and profitability be optimized?
2. What are the optimal locations for liquor stores?
3. Should the city lease or own its liquor stores?

The intended use of this consulting report is to assist the City of Brooklyn Center in evaluating the impact of its municipal liquor operations. This consulting report includes some business valuation conclusions related to the analysis of its two municipal liquor stores currently located in the city, combined under the "BC Liquor" brand. Throughout this report, BC Liquor and "the subject" will both be used to describe the city's municipal liquor operations.

We began our analysis following the receipt of information relating to the financial and operating performance of the subject. We received historical financial statements, including balance sheets and income statements, for BC Liquor from 2012 to 2017, along with other operating documents. Following the receipt of basic financial information, we inspected the two liquor stores, and interviewed city officials and liquor store management on various occasions. We analyzed the information received from the city, along with information obtained from our own sources so to be able to best provide consulting assistance and answer key questions about the operations. With regard to the valuation of the business cash flows, we arrived at our opinion of value using generally accepted valuation approaches and methods, including the Income and Market approaches to value.

Our conclusions can be found in the Executive Summary and in the Consulting Report that follows this letter.

Should Brooklyn Center act upon conclusions presented, we recommend the following:

Store #1: This store is well situated in Brookdale and should remain proximate to this shopping destination. The city should locate and purchase land upon which a city-owned retail store can be built. The targeted footprint should be at least 7,500 square feet, but ideally would be 8,500 to 9,000 square feet. Inventory product mix should reflect the fastest turning products, as well as products that contribute most to revenue; wine sales contribute the least to revenue and thus emphasis should be placed on reducing this product line. Time is of the essence to make a decision for this store given the amount of time remaining on the lease.

Store #2: Locate and purchase land upon which a city-owned retail store can be built. There are two sites on Brooklyn Boulevard owned by the city's Economic Development Authority that would be ideally situated. The current store is oversized for the area; any new store should be rightsized to 4,500 to 5,000 square feet. Inventory product mix should reflect the prevailing customer demographics with a focus on beer and smaller sized bottles of spirits. The two stores should operate as a hub and spoke, with more continuity and uniformity between the stores, including layout and exterior façade. This also means that Store #1 could carry the slower turning items that Store #2 cannot afford to stock. It would likely prove more economically beneficial to open this new store and continue paying rent at the existing location until the lease expiration, rather than remain at the current location until the lease expires.

Store #3: An untested concept, the market data relating to competition and demographics strongly suggests that a store situated in the area proximate to Minnesota Highway 252 and 66th Avenue could do very well. There is a protected trade area arising from the Mississippi River to the east, reducing competition with Fridley Liquor; there are a dearth of liquor stores along Interstate 94 to the south until Camden Liquors in Minneapolis; there are no liquor stores on Highway 252 going north until Liquor Barrel on 85th Avenue in Brooklyn Park. The ideal footprint would be 5,000 to 6,000 square feet (note: larger than Store #2), with an inventory mix reflecting the same hub and spoke theory as Store #2 relative to Store #1. This is a lower priority compared to rightsizing and constructing Store #1 and Store #2 but should be targeted for completion in three to five years.

For the portion of our consulting analysis relating to the market valuation of the municipal liquor operations, our findings, analyses, and conclusions are presented in the attached Appraisal Report. The Appraisal Report complies with the reporting requirements of USPAP Standards Rule 10-2(a). An Appraisal Report summarizes the data, reasoning, and analyses used in the assignment to develop the appraiser's opinion of value. Additional supporting information and documentation are retained in the appraiser's workfile. The depth of discussion contained in the report is specific to the intended use. Shenehon Company is not responsible for unauthorized or improper use of the report. Detaching this transmittal letter from the report may mislead the intended user.

Mr. Nathan Reinhardt
May 24, 2018
Page Three

We investigated information believed to be pertinent to the consulting analysis. To the best of our knowledge and belief, the statements and opinions contained in this report are correct and reasonable, subject to the limiting conditions set forth. The appraisal conforms to the accepted professional standards of: The Institute of Business Appraisers Professional Standards; The American Society of Appraisers Business Valuation Standards; and The Uniform Standards of Professional Appraisal Practice (USPAP).

Thank you for selecting Shenehon Company for your valuation needs. If you have any questions concerning the report, please contact us.

Respectfully,

SHENEHON COMPANY

Certified to this 24th day
of May, 2018.

Joshua R. Johnson, ASA
Assistant Vice President

Robert J. Strachota, MAI, MCBA, CRE®
President, Shareholder
Minnesota License No. 4000882
Certified General Appraiser

/mkw

The City of Brooklyn Center posed several questions to Shenehon regarding its municipal liquor store operations. Over the course of its research, Shenehon found that there was significant overlap to the questions asked and the data required to provide the resulting answers. This means that the body of this report does not progress in the same order as the listed answers below.

In our analysis of BC Liquor, frequently referred to as the “subject,” we compare it to both privately owned competitors and publicly owned competitors. When comparisons to the private industry are made, we refer to this as the “RMA peer group.” RMA is an organization that gathers private company balance sheet and income statement statistics for comparison purposes. We also utilized information published about privately-owned firms in the retail real estate publication Dollars & Cents. When comparisons to the public industry are made, we refer to this as the “municipal peer group.” This peer group is comprised of six municipal liquor operations in addition to Brooklyn Center, specifically chosen to best represent the municipal marketplace that BC Liquor competes in. Cities included in the peer group include Apple Valley, Brooklyn Center, Edina, Fridley, Lakeville, Richfield, and Robbinsdale. The municipal peer group includes cities that own some or all of their liquor store locations, as well as cities that lease some or all of their liquor store locations. A thorough profile of each city is made in this report with regard to sales, profitability, real estate, and demographics.

HOW CAN SALES, MARKET SHARE AND PROFITABILITY BE OPTIMIZED?

Sales

To maximize BC Liquor’s sales volume at each store, the locations must first be rightsized. Store #1 located at 5625A Xerxes Avenue is 6,300 square feet and generated revenues of \$757 per square foot in 2017. This is well above its private competitors, with Dollars & Cents indicating that median sales per square foot are \$342, with the top ten percent of private liquor stores producing sales of \$687 per square foot. The sales volume for Store #1 is also well above the municipal peer group average of \$456 per square foot. At present, Store #1 is producing optimal levels of sales relative to its peers. However, this metric does not convey that the store is operating at capacity with little to no room for additional growth. A larger location would be needed to further grow Store #1.

Store #2 located at 6930 Brooklyn Boulevard is 6,879 square feet and generated revenues of \$228 per square foot in 2017. This is well below both its private competitors and its public competitors. At present, Store #2 is not producing an optimal level of sales relative to its peers. While this metric conveys that further growth is possible at the location, it does not convey the underlying causes for lower revenues such as the poor visibility from Brooklyn Boulevard and difficulty of accessing the store. If this store were smaller in size, it would be operating closer to optimal levels, while retaining room for growth.

Another factor that would optimize sales at both locations would be cohesive branding and signage. In reviewing the municipal peer group, each city worked to maintain similar design concepts at each location. Whether a customer arrived at Apple Valley’s Store #1, Store #2, or Store #3, it is abundantly clear from the exterior signage and building décor that they were at Apple Valley Liquor. This is not the case with BC Liquor; Store #1 is identifiable as a BC Liquor storefront, while Store #2 is not, merely reading “Liquor Beer-Wine.” This gives the average customer the impression that the two stores are unrelated. This quality carried over into the interior of the store. Clear signage indicating wine types, clean aisles, and bright lighting separated the modern municipal stores (Apple

Valley and Lakeville, for example) from those that were considerably less modern (Richfield and Robbinsdale). The interior should be of a design quality that reflects the sensibilities of the middle-class customer base, warmly inviting them to spend time and money at the stores. The interior should not be reminiscent of the worst liquor store stereotypes. By rightsizing each location and modernizing the exterior and interior, the sales volume will increase.

Market Share

The building of sales leads to an increased market share. To maintain market share, BC Liquor needs to focus on selling and promoting its fastest turning products. The customer demographics are paramount to performance. From our research, it is clear that beer sales are the strongest for the subject at 47.5% of sales, followed by liquor at 38.6% of sales, then by wine at 11.6% of sales. The remaining 2.3% is comprised of mixers and non-alcoholic items (see chart below).

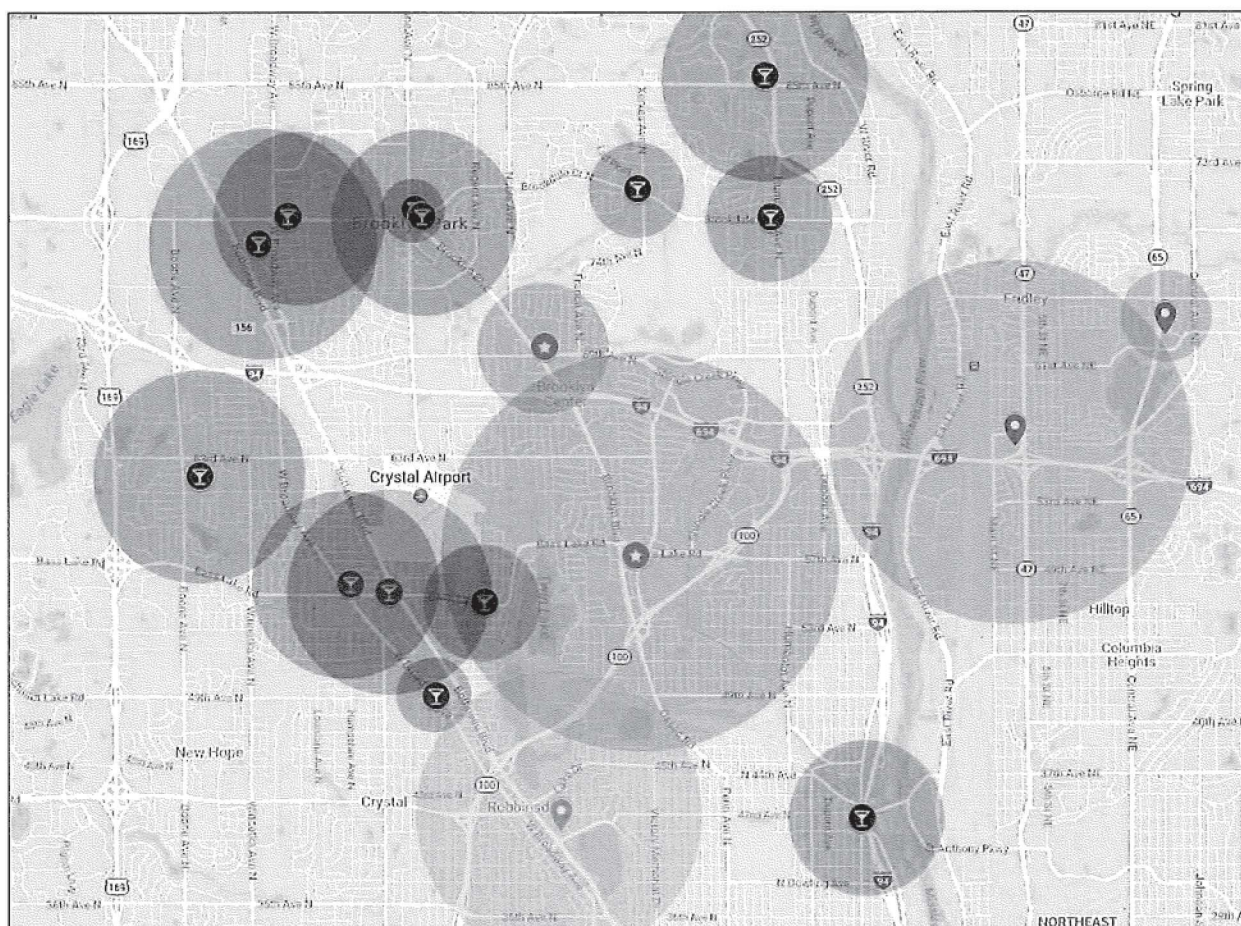
Year Ended	Dec-16	Dec-17	Dec-16	Dec-17
Revenue				
Liquor Sales	\$2,417,330	\$2,507,937	39.0%	38.6%
Wine Sales	\$764,042	\$751,020	12.3%	11.6%
Beer Sales	\$2,885,475	\$3,086,470	46.6%	47.5%
Mixers and Other	<u>\$130,247</u>	<u>\$149,873</u>	<u>2.1%</u>	<u>2.3%</u>
Total Revenue	\$6,197,094	\$6,495,300	100.0%	100.0%

This means that BC Liquor should focus on stocking the best selection of beer and liquor that appeals to its customer base. In practice, it appears that the stores feature a disproportionate amount of space dedicated to wines, as there is an approximate 33%/33%/33% split of wine, spirits and beer on the floor. With the stores wine selection, the focus should be on those that are most frequently purchased, rather than the infrequent and slow turners. This is an example of weakening market share, since private competitors are largely focused on moving the fastest turning products, and only carrying a minimum amount of slow moving inventory.

Advertising is another avenue by which market share can be increased, tying the two stores together and enhance the combined presence in the local marketplace. The subject previously utilized a beer and wine club, before discontinuing it recently. Management's plans going forward are to implement the use of a loyalty card and rewards program. This is an excellent example of showing customers appreciation for continued loyalty, rewards frequent purchasers, and does a great job indicating that the two stores are linked together. The subject also does an excellent job of hosting four annual sales at each location, loosely tied to the prevailing season (e.g. Save Green in Spring!). These are two examples of things that promote a cohesive store brand, and work towards building and maintaining market share.

As the map on the following page illustrates, the subject's Store #1 is ideally situated to maximize market share, while Store #2 faces an immense amount of competition from Brooklyn Park liquor stores. Rightsizing the store, or repositioning it to a more visible location, would solidify its spot in local market place, resulting in increased market share.

Estimated Market Reach



Profitability

The optimization of both sales and market share will lead to increased profitability. However, starting with where BC Liquor currently sits, its profitability is not too far off the industry average. Compared to private companies in the RMA peer group, BC Liquor is performing considerably better with net income at 4.9% of revenues for 2017 compared to the RMA data at 2.3%. However, BC Liquor is performing below the municipal peer group average of 6.3%. This disparity increases substantially once a comparison is made of EBITDA profitability. EBITDA, earnings before interest, taxes, depreciation, and amortization, is a common profitability metric used to measure the financial success of for profit enterprises. Again, BC Liquor was more profitable than the RMA peer group with an EBITDA of 5.3% for the subject, compared to an RMA EBITDA of 2.9%, but is again below the municipal peer group average EBITDA of 7.4%.

Looking at the line item expenses, nothing in particular stands out as being out of the ordinary. BC Liquor's gross margin at 26.6% is better than both the RMA peer group at 21.7% and the municipal peer group at 26.3%. At 11.6% of expenses, the subject's personnel costs are right in line with the municipal peer group at 11.7% (the RMA peer group did not report personnel costs). The subject has minimal depreciation expense and no interest expense. By all accounts, BC Liquor's income

statement indicates that it is a well-run liquor store. What then is the leading difference in profitability between BC Liquor and the municipal peer group? It all comes down to the ownership of real estate. Each city in the peer group, with the exception of Brooklyn Center and Robbinsdale, owned some or all of their liquor store facilities. In fact, Brooklyn Center and Robbinsdale pulled the overall peer group profitability down by 1.1%.

This indicates that the only factor preventing Brooklyn Center from attaining higher profitability, as it is currently positioned, is the ownership of the liquor store facilities. Otherwise, profitability is generally considered to be optimized at present, considering the leasing of the liquor store facilities.

Within these three economic sectors, BC Liquors has representation in two, with Store #2 in the northwest sector and Store #1 in the southern sector. Based upon strong store performance and moderate outside competition, Store #1 dominates the southern sector. Store #2 on the other hand, does not perform strongly and faces a large amount of outside competition along the border with Brooklyn Park. The third economic sector, the northeast, has no liquor store representation, leaving the residents of that area with no option but to either travel to the BC Liquor stores, or go to one of the competitors in Brooklyn Park or Fridley.

Southern Sector

In the southern sector, the site where the subject is currently located with Store #1 is considered optimal. It is in the heart of Brookdale and is near complementary retail, such as the Cub Foods grocery store. There are several retail redevelopment projects occurring in and around Brookdale as of the date of this report. Nearly every one of those redevelopment projects would be a suitable location for BC Liquor, if the city intends to continue leasing its retail storefront but at an alternative location. Being positioned near Cub Foods (current site), Walmart (Shingle Creek Crossing project), or Target (Opportunity Site) would continue to provide the subject with the optimal customer mix and remain relatively accessible. Per capita liquor spending is a moderate \$400 to \$500 per household per year in this area.

Northwest Sector

The subject's Store #2 is located in the northwest sector, but it is not optimally located. Being located proximate to the new automobile dealerships draws a significant amount of passerby traffic, along with the high density residential housing, and Brooklyn Boulevard being the main arterial route to Interstate 94/694. However, the subject's current storefront is barely visible from Brooklyn Boulevard, and access to the site is difficult. Given the heavy residential and automotive composition of this economic zone, there are few if any retail locations that BC Liquor can relocate to in order to garner better visibility and optimize the location. Other than the automobile dealerships, Culver's, SuperAmerica, Subway, and Slim's remain the only complementary retail businesses proximate to the store. Additionally, this sector is inundated with competition from Brooklyn Park, meaning that a rightsizing of the store footprint would also need to occur if optimizing the location were the goal. Finally, the demographics point to low per capita liquor spending, at \$200 to \$300 per household per year.

Northeast Sector

The subject does not currently have any stores located in the northeast sector, but historically had a store located near the 69th Avenue and Humboldt Avenue intersection. As of the report date, this area has largely declined in economic importance, with the sector's economic epicenter transitioning to the significant redevelopment occurring near the Interstate 94/694 and Minnesota Highway 252 interchange. For many years this interchange supported a Holiday gas station, a SuperAmerica gas station, a Checker's restaurant, and the former Regal Cinema movie theater. The movie theater was recently torn down, and a Topgolf golf ball driving range is being constructed in its place. This is expected to spur further redevelopment in the area, including new retail space. This economic sector boasts high per capita liquor spending at \$750 to \$1,000 per household per year. This area of the city could provide an optimal location as it continues to be redeveloped.

Number of Stores

We split the city into three economic sectors, of which BC Liquors has a presence in two of those sectors. While these are the two most important sectors, the third economic sector is being neglected. Nevertheless, given the city's current liquor sales volume, market share, profitability, and retail footprint, Brooklyn Center can only support two liquor stores. It would be unfeasible to accommodate a third store under current operating conditions. Additionally, it would not be prudent to abandon the northern side of the city and focus entirely on Store #1.

One option would be to vacate Store #2's present site in the northwest economic sector and relocate to the northeast economic sector. There is a significant amount of overlap between the Store #1 and Store #2 customer base, leaving a small amount of the existing Store #2 customer base with no other option than to patronize the competition in Brooklyn Park. The tradeoff would be exposure to a new customer base in the northeast sector that is underserved, along with participation in the higher per capita liquor spending occurring in the sector. This would also result in BC Liquor taking back market share from Fridley and Brooklyn Park liquor stores. Residents living in the northeast sector have three options for purchasing liquor: drive east over the Mississippi River into Fridley, drive north on Minnesota Highway 252 into Brooklyn Park, or drive south/southwest to Brookdale to BC Liquor's Store #1.

The second option would be to right size the existing retail footprint, which could allow a third store to be a possibility. For this to occur, Store #2 would need to be downsized to accommodate the appropriate sales volume levels and reflect the high amount of competition with Brooklyn Park. Store #1 would need to be upgraded to more space, but with the understanding that some cannibalization is likely to occur were a potential Store #3 to be opened in the northeast sector. Again, rightsizing of the existing locations would need to occur, and the hypothetical Store #3 would need to be constructed with the understanding that it would take some sales from Store #1.

SHOULD THE CITY OWN OR LEASE ITS LIQUOR STORES?

Leasing Liquor Stores

BC Liquors currently leases its two liquor store locations. The benefits to leasing are the flexibility inherent in not possessing fee ownership of the property. This means that should the site location prove to be unfavorable, akin to the decline in economic importance of 69th Avenue and Humboldt Avenue, the liquor store can move to a more advantageous location. Leasing also relieves the tenant from long-term ownership costs, such as roof repairs or replacement and HVAC repairs or replacement. Additionally, as the two stores are currently situated, there are numerous benefits for a liquor store to be located proximate to complementary retail. Nearby retail neighbors can be difficult to obtain, and maintain, in the case of a freestanding city-owned building.

There are downsides to leasing as well. First and foremost is the lessor's inability to build equity in the property. By paying rent, the tenant is creating wealth for the landlord. Additionally, the landlord may not have a vested interest in maintaining the economic efficiency of the property as it relates to energy costs. Operationally, the landlord has no obligation to maximize the layout of the store or promote cohesive branding and signage with the other liquor store sites and may be reluctant to change existing structures. Further, many retail leases contain provisions for percentage-based rent, meaning that as the store becomes more successful, an ever-larger amount of rent must be paid. Finally, the tenant may pay more in CAM charges and property taxes than would otherwise be incurred under a self-managed site, as the landlord once again has no vested interest in reducing costs that are passed on to the tenants.

Leasing Opportunities

If BC Liquors were to continue leasing its retail sites, but move to new locations within the city, there are a few opportunities. In the southern sector, the redevelopment occurring in and around Brookdale provides ample site possibilities. At its current location in Brookdale Corner, the subject would need to wait for a neighboring tenant to vacate the adjoining space in order to expand. Given that the space next to BC Liquor Store #1 is a Fantastic Sam's franchise, it is not likely that this space will become available for some time. Otherwise, the former Best Buy Mobile endcap at the opposite end of the building contains 3,000 square feet of space available for rent. But, this is not a practical option given the hair salon and tobacco shop between the subject and the endcap.

Other possibilities in the southern sector include the Shingle Creek Crossing project, for which the developer is actively seeking qualified tenants. This would be the most promising opportunity as buildings between 7,500 and 12,600 square foot can be constructed to tenant specification (build to suit). However, this being a brand-new development with a large amount of customization, rents are expected to be at a premium relative to the subject's current site. Base rents were not provided, but CAM, tax and insurance expenses were listed at \$11.29 per square foot in the broker materials. The remaining existing retail strip buildings in the southern Brookdale area may have openings but are not likely to have the amount of space necessary for the subject's operations (greater than 6,500 square feet). Moving north, the Opportunity Site at Bass Lake Road and Shingle Creek Parkway is being redeveloped by Alatus, but this is still at the early planning stages. There may be leasing options available in the future as the site plan comes together. Further north near Target, there are no openings in the Shingle Creek Center. East of Target on Earl Browne Drive is Brooklyn Center Place, a big-box retail strip center that was home to the former K-Mart development, where there are

opportunities for space in the retail center housing Dollar Tree and Slumberland. However, this is not a strong location for a liquor store, and the minimum amount of leasable space is 10,000 square feet. The building is ideally laid out for big-box retail and would not be a great fit for BC Liquor.

Moving to the northwest sector, there are no retail leasing opportunities. Where BC Liquor Store #2 is currently located is the only retail strip center in the area north of Interstate 94/694. For the northwest sector south of the interstate, there are no retail lease opportunities either as the Sun Foods Plaza was fully occupied. This means that there are no options for moving Store #2 within the northwest sector.

For the northeast sector, there are no retail leasing opportunities. The retail strip center housing Checker's is fully occupied. Once Topgolf is constructed, there may be new opportunities in the vicinity. Further north at the intersection of 69th Avenue and Humboldt Avenue, The Humboldt Square retail strip center has some availability, but we do not believe this would be a good fit for the subject given the decline in economic importance of the area.

Owning Liquor Stores

The benefits to owning real estate are opposite to the negatives of leasing. As a property owner, the profit margin would benefit from no longer paying rent expense, and BC Liquor would begin to accumulate equity as the mortgage is paid down, and eventually paid off. Further, there is participation in equity appreciation as the value of the real estate increases with the passage of time. As the fee owner, BC Liquor would have complete autonomy over the layout of the store, maintaining cohesive signage and branding, and maximize the economic and energy efficiency of the property. Maintenance costs could be maintained and managed, and property taxes would not be applicable. However, we do note that many cities chose to provide a Payment in Lieu of Taxes (PILT) to the city from their enterprise funds to cover what would have been paid in property taxes by a private owner.

The downsides to owning real estate include the inability to readily and cost effectively move locations should the site no longer be advantageous for retail liquor sales. The city would also be responsible for long-term upkeep on the building, including buying new HVAC systems and replacing roofs as needed. This is offset by the fact that as an owner, the cost of these repairs can be mitigated by a replacement for reserve account and addressing repairs before significant problems are encountered. Finally, there is significant difficulty in locating and acquiring suitable real estate in prime shopping areas available for new construction or building renovation.

Ownership Opportunities

In the southern sector we identified nine possible locations for new construction, however only five would be feasible. Two of the sites were privately owned, with the other three being owned by Brooklyn Center's Economic Development Authority. Later in this report, we provide a detailed profile of each site, with the following site numbers representing one of the site locations. Site 1 and Site 2 are located along John Martin Drive at the northern end of the Opportunity Site. These are owned by the EDA, and benefit from being in close proximity to Target. However, this area is not as heavily trafficked compared to Bass Lake Road and the larger Brookdale shopping area. These two sites would work but are not ideal given the current level of development in the area. The desirability of these sites could improve as Alatus develops the Opportunity Site. Site 3 is the

Opportunity Site, specifically an allotted parcel with frontage along Bass Lake Road and Shingle Creek Parkway. This site is also owned by the EDA, but is currently subject to redevelopment by Alatus, which may not have provisions for a retail liquor store in the development. This is a very strong location if a liquor store can be built here. Site 4 is comprised of several lots in the Shingle Creek Crossing development. This is privately owned by Gatlin Development, and the cost to acquire the lots was not provided. Located near, and sharing a parking lot with Walmart, this is a very strong location assuming it is not cost prohibitive. Sites 5 through 7, and Site 9 are not feasible locations. Site 8 is a vacant lot at the corner of Bass Lake Road and Brooklyn Boulevard that is privately owned by an individual. The cost to acquire the site is unknown, as the seller wanted an offer made first. If this site could be acquired for a reasonable cost, this would be a strong location.

In the northwest sector, we identified two possible locations, both of which would be feasible. Site 10 is located at the intersection of Brooklyn Boulevard and Lee Avenue and is comprised of three parcels owned by the city's EDA. Site 11 is across the street from Site 10, at the intersection of Brooklyn Boulevard and 70th Avenue. Both would be strong locations for a retail liquor store and would provide superior visibility compared to the current leased location for BC Liquor Store #2.

In the northeast sector, we identified three possible locations, only one of which would be feasible. Site 12 is located at the intersection of 69th Avenue and Humboldt Avenue, and would not be a viable location for a municipal liquor store. Site 13 is located at the intersection of Minnesota Highway 252 and 70th Avenue on land adjacent to the city's wastewater treatment facility. This location would not be viable due to lack of visibility from the highway, and lack of complementary retail businesses. Site 14 is located near the intersection of 65th Avenue and Minnesota Highway 252. This is privately owned by Holiday Stationstores and is not currently listed for sale. This site, if reasonably acquired, would be a strong location for a relocated Store #2, or a future Store #3, benefiting from the development of the new Topgolf site and strong liquor buying demographics.

Lease versus Own Recommendation

Asked whether the city should lease or own real estate, our recommendation would be to work towards the ownership of the retail liquor store real estate. The municipalities studied that operate liquor stores and own the underlying real estate perform at superior levels of profitability. These same cities also enjoy a stronger equity base, while any decline in earnings is far less severe. To prove that owning real estate is the stronger value proposition, we valued BC Liquors using generally accepted appraisal methods as if it were a saleable enterprise under two premises: a "Leased" scenario where the subject remains a tenant; and an "Owned" scenario where the subject acquires two properties. The value of BC Liquors on the open market in the Leased scenario is \$3.33 million, while the value of the operations under the Owned scenario is \$5.29 million, for a value proposition of \$1.96 million when subtracting the Leased scenario from the Owned scenario.

However, this does not tell the whole story, as there is what we consider to be "excess cash" in the Leased scenario amounting to \$1.3 million. This cash is considered excess, because it is not being put to optimal economic use within the liquor operations. With a cash balance of \$1.95 million as of December 2017, totaling 68% of total assets, the subject liquor stores have no need to carry so much cash for daily operations. The municipal peer group carried 24.5% of total assets as cash, which equates to approximately \$650,000 for BC Liquor. Any amount of cash above \$650,000 is considered excess, as it is not providing any meaningful economic benefit to the operations. Under the Owned scenario, there is no excess cash, as we made the extraordinary assumption that the

EXECUTIVE SUMMARY

formerly existing excess cash would have been contributed to the equity of the owned real estate. The chart below outlines the net value proposition for owning real estate. *Please be aware that this does not consider the value of any underlying land, as we did not identify a specific site in our analysis, or any potential appreciation in the real estate.*

	"Leased"	"Owned"
Reconciled 100% Fair Market Value	\$3,331,500	\$5,289,500
Rounded	\$3,330,000	\$5,290,000
Less: Excess Cash	<u>-\$1,300,000</u>	<u>\$0</u>
Adjusted Market Value of Operations	\$2,030,000	\$5,290,000
Net Benefit of Owning the Underlying Real Estate		\$3,260,000

As can be seen, the value proposition increases to \$3.26 million under the Owned scenario, whereby Brooklyn Center would have a net equity position of \$5.29 million in BC Liquors and its real estate (excluding land). This does not include consideration of the mortgage payoff, which would enhance the equity position by an additional \$1.29 million were the properties owned outright. Finally, the value of any underlying land (not accounted for here) would further increase the delta between leasing and owning. As can be seen, it is far more beneficial in the long-term for the city to own the underlying real estate than it is to be a tenant paying rent.

MEMORANDUM - COUNCIL WORK SESSION

DATE: 9/10/2018

TO: Curt Boganey, City Manager

FROM: Jesse Anderson, Deputy Community Development Director

SUBJECT: Backyard Chicken Ordinance

Recommendation:

It is recommended that the City Council consider providing direction to staff regarding potential modifications to the City Ordinance relating to the keeping of backyard chickens.

Background:

At the City Council Open Forum multiple requests have been made by residents to allow chickens at residential homes. The City Council requested that the Housing Commission review and provide recommendation to the City Council.

The Housing Commission discussed the issue of backyard chickens extensively at their May, June, and July meetings. They reviewed similar ordinances from neighboring communities, as well as discussing the specific effects of an ordinance in Brooklyn Center. Supporters of the ordinance also were present at the Housing Commission meetings to answer questions of the Commissioners and to provide background information.

The following is a summary of recommendations from the Housing Commission related to the keeping of backyard chickens:

- No Roosters
- No more than 6 Hens
- Allows for a Chicken Coop
- Allows for a Chicken Run

The Housing Commission recommended that the Staff move forward with drafting an ordinance based on their discussions. The City Attorney drafted an ordinance, which is attached for the City Council's review and discussion. If the Council concurs with the proposed ordinance, Staff would then bring it to Council for a First Reading and the next Council meeting.

Policy Issues:

- Does the City Council want to allow the keeping of backyard chickens in Brooklyn Center?
- If the Council wants to allow the keeping of backyard chickens, under what conditions would they be allowed?

Strategic Priorities and Values:

Safe, Secure, Stable Community

CITY OF BROOKLYN CENTER

Notice is hereby given that a public hearing will be held on the ____ day of _____, 2018, at 7:00 p.m. or as soon thereafter as the matter may be heard at City Hall, 6301 Shingle Creek Parkway, to consider an ordinance related to chickens.

Auxiliary aids for handicapped persons are available upon request at least 96 hours in advance. Please notify the City Clerk at 763-569-3306 to make arrangements.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTERS 1 AND 19 OF THE CITY
CODE OF ORDINANCES REGARDING CHICKENS

THE CITY COUNCIL OF THE CITY OF BROOKLYN CENTER DOES ORDAIN AS
FOLLOWS:

Article I. Brooklyn Center City Code, Section 1-101 setting out definitions is amended as follows and by renumbering the provisions in this Section as needed:

1. Animal. Animal means dogs, cats, and chickens.

. Chicken. Chicken means a female domesticated bird (Gallus gallus domesticus), typically used as a source of meat or eggs. The term does not include roosters.

. Chicken Coop. Chicken coop means a structure for the keeping or housing of chickens permitted by this Chapter.

. Chicken Run. Chicken run means a fully-enclosed and covered area attached to a coop where the chickens can roam unsupervised.

. Hen. Hen means a female chicken.

. Rooster. Rooster means a male chicken.

Article II. Brooklyn Center City Code is amended by adding a new Section 1-130 regarding chickens as follows:

Section 1-130. CHICKENS.

1. Keeping. Up to six (6) chickens may be kept on a single-family or two-family residential property in the R1 and R2 Zoning Districts. The keeping of one or more chickens in any other zoning district in the City is prohibited.

2. Requirements. Chickens allowed by this Section shall be kept in accordance with all of the following:

- a. Ownership Occupancy. The owner of the chickens shall live in the dwelling on the same property as the chickens are kept. If the property is not owner-occupied, then the property owner must provide a written statement to the City of permission for the occupants to keep chickens at the property.
 - b. Chicken Coops and Runs. Chickens shall be kept at all times in a chicken coop or chicken run that complies with the requirements of this Section.
3. Chicken Coops and Chicken Runs. Chicken coops and chicken runs shall comply with the following requirements and restrictions.
- a. The area covered by a chicken coop and a chicken run is limited to a combined total of no more than 120 square feet and shall not exceed six (6) feet in height.
 - b. Any chicken coop that exceeds 30 square feet shall be considered an accessory structure and must meet all requirements in Section 35-530 of this Code.
 - c. All applicable building, property maintenance, and zoning requirements of Chapter 35 of this Code.
 - d. All electrical work shall be done in accordance with applicable codes and any required permits shall be obtained.
 - e. A chicken coop shall:
 - 1) Be fully enclosed, wind proof, and constructed so as to prevent escape by any chickens or entrance by migratory birds;
 - 2) Be winterized to protect the chickens in cold weather; and
 - 3) Be constructed with architecturally appropriate building materials including exterior grade siding and either a metal, composite or shingled roof, or in the alternative, coop shall be purchased from a commercial source that constructs structures specifically to be used as coops for chickens.
 - f. A chicken run shall:
 - 1) Be fully enclosed with a fence that is securely constructed with mesh type material no larger than one (1) inch; and
 - 2) Be covered by protective overhead netting to keep chickens separated from other animals.
 - g. Be located in accordance with all of the following:

- 1) Entirely in the rear yard of the property;
 - 2) At least five (5) feet from side or rear lot lines and shall not be erected, altered, or moved, within six (6) feet of the principle building, as measured from exterior wall to exterior wall;
 - 3) At least thirty (30) feet from all dwellings on adjacent properties; and
 - 4) Shall not be located closer to an adjacent street than the owner's dwelling.
 - h. Shall be removed and the site restored if the keeping of chickens is discontinued for more than six (6) months.
4. Prevention of Nuisance Conditions. Owners shall care for chickens in a humane manner and shall prevent nuisance conditions by ensuring that all of the following conditions are met.
- a. The chicken coop and chicken run shall be maintained in good repair, and in a clean and sanitary manner free of vermin and objectionable odors.
 - b. Feces and discarded feed shall be regularly collected and stored in a leak-proof container with a tight-fitting cover to prevent nuisance odors and the attraction of vermin until it can be disposed of properly.
 - c. Chicken feed shall be stored in leak-proof containers with a tight-fitting cover to prevent attracting vermin.
 - d. Chickens shall be secured inside of a chicken coop from sunset to sunrise each day to prevent nuisance noise and attracting predators.
 - e. Chickens shall remain in either the chicken coop or chicken run at all times and shall be allowed to not run at large.
5. Prohibitions. All of the following are prohibited within the City and constitute a violation of this Code.
- a. Keeping of roosters.
 - b. Cockfighting.
 - c. Slaughter of chickens.
 - d. Raising chickens for breeding purposes.
 - e. Keeping of chickens over the age of four (4) weeks inside of a dwelling or garage.

f. Commercial sale of poultry or eggs produced on the property.

Article III. Brooklyn Center City Code, Section 19-104 is hereby amended as follows:

Section 19-104. LIMITATIONS ON KEEPING OF ANIMALS. It is hereby declared to be a public nuisance to permit, maintain or harbor any of the following:

1. More than two (2) dogs exceeding six months of age.
2. More than three (3) cats exceeding six months of age.
3. Any combination of more than five (5) animals exceeding six months of age.
4. Horses, cows, sheep, pigs, goats, swine, mules, llamas, or other hoofed animals, ~~chickens~~, ducks, geese, or other agricultural animal or domestic fowl.
5. Live wild animals, reptile, or fowl, of types that are not naturally tame or gentle but are of a wild nature or disposition that, because of their size, vicious nature, or other characteristics would constitute a danger to human life or property. Examples of such wild animals include, but are not limited to, bears, lions, tigers, jaguars, leopards, bobcat, cougars, cheetahs, lynx, ocelots, wolves, foxes, coyotes, dingoes, jackals, bison, panthers, apes, badgers, raccoons, ferrets, skunks, puma, rattle snakes, coral snakes, water moccasins, or cobras.
6. Any combination of animals and/or fowl of any age kept in such numbers or under conditions which unreasonably annoy, injure, or endanger the health, safety, comfort, repose or welfare of the public or of said animals or fowl.
7. Chickens, except to the extent allowed by Section 1-130 and then only in compliance with that Section.

Article IV. This Ordinance shall become effective after adoption and upon thirty (30) days following its legal publication.

Adopted this ____ day of _____, 2018.

Tim Willson, Mayor

ATTEST: _____
City Clerk

Date of Publication _____

Effective Date _____

(~~Strikeout~~ indicates matter to be deleted, double underline indicates new matter.)

Brooklyn Center Chicken Ordinance Proposal

Presented on May 15th, 2018

By: Brooklyn Center Chicken FB Group of 80+ members

Table of Contents

Ordinance proposal		pg. 2
Advantages		pg. 3-5
Common concerns		pg. 6-10

Definitions

Chicken. A chicken (*Gallus gallus domesticus*) is a domesticated type of fowl that serves as an egg or meat source.

Clucking. The sound uttered by a hen when laying eggs, brooding, or in calling her chicks.

Crowing. The sound uttered by a rooster is the 'singing' of the rooster. Roosters crow for many reasons including: reacting to a disturbance, reacting to almost any kind of sound (cars, people, other roosters, other animals, etc.), guarding their territory, feeling threatened, a predator 'trespassing' on their territory, or just communicating with other chickens

Coop- A chicken coop or hen house is a small house where, typically, female chickens or other fowl are kept safe and secure. There are nest boxes found inside the hen houses for egg-laying, and perches on which the birds can sleep.



New Proposed Ordinance

It is proposed that chickens be removed from Section 19-104.

If the city feels chicken-keeping needs to be controlled more than is already adequately addressed by the current animal nuisance ordinance, it is proposed that an ordinance pertaining only to chickens be created.

The following ordinance pertaining to chickens is then proposed (Proposed Ordinance):

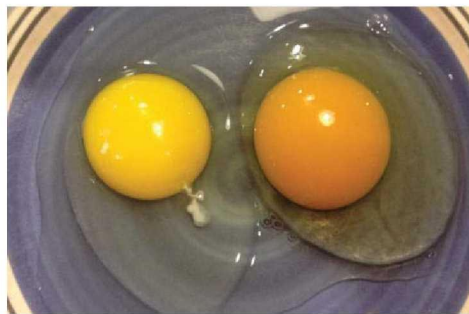
- 1. Single family homes within the City of Brooklyn Center shall be permitted to keep laying hens for pets and household (not commercial) egg gathering. Those who rent a single or two family residential property is allowed, BUT ONLY IF the property owner provides a written statement to the City, confirming the tenant may have chickens on the property.**
- 2. Roosters and slaughtering are prohibited.**
- 3. Chickens and their enclosures must not be visible from the street.**
- 4. Coops and Runs must be constructed in a workmanship manner, maintained in good repair, and kept clean and sanitary to deter vermin and objectionable odors. Coops and runs may be constructed with wood and. Or woven wire materials to allow chickens to contact the ground.**
- 6. Limit to 6 Hens per household**
- 7. Feed must be kept in a tight lid container and waste must be either composted or discarded appropriately**

It is unnecessary to require licensing of hens, just as Brooklyn Center does not require licensing of dogs, cats, or any other animals. There is also no need for setback requirements, as outdoor dogs — much more likely to jump on fences or bark loudly at neighbors, as well as produce five times the amount of excrement — are not required to be kept any distance from the property line. And as signatures of consent are not needed for neighbors to own dogs (large or small, noisy or not), it similarly does not make sense to require hen owners to acquire such consent. These types of unnecessary restrictions do not produce better animal owners and in many cases can be struck down as unconstitutional in the face of established property rights.

In the unlikely case that an animal owner is neglectful, their animals will be a nuisance (whether that be dogs, cats, chickens, etc). Since Brooklyn Center already has an animal nuisance ordinance in place, Brooklyn Center residents would remain protected.

Advantages

- **Fresh Eggs!** This is the obvious reason – you'll have a supply of fresh eggs on hand. Not to mention the convenience, as you'll have absolutely no need to get out of your pajamas and head to the store to make a fresh, healthy breakfast.
- **Organic & Non-GMO-** Caged hens are fed a diet of corn, soy and cottonseed meals ... three huge GMO crops. If you really take the old saying 'you are what you eat' to heart, then you'll be wary of eggs which come from these hens. By keeping your own, you know exactly what they're eating and can avoid feeding them engineered and antibiotic laden crops.
- **Greater Nutrition-** Free range eggs from your backyard have been shown to have a far greater nutritional value than nasty battery eggs. There is more than seven times the Vitamin A and Beta Carotene (essential for good eyesight) and almost double the Vitamin E in free range eggs. When it comes to the essential fatty acid Omega 3 (which is necessary for heart health, healthy cholesterol levels and positive mental and behavioral health) the free range variety win again with an incredible 292mg, versus a 0.033mg in store bought eggs. You'll also get less saturated fat in free range eggs



(Left is store bought right is fresh from the coop)

- **Educational Value-** Did you know chickens have a great memory and can differentiate between over 100 human or animal faces? They love to play, they dream, they mourn for each other and they feel pain and distress. They also make great mothers – they talk to their chicks while still in the egg, and turn the eggs about 50 times a day. The term 'pecking order' didn't come out of nowhere – hens have an ordered social structure based on a hierarchy. If you make room for them in your back garden, you and your family will get to learn all about these fascinating creatures up close.

- **Free Fertilizer-** Maybe free chicken manure isn't something to get too excited about, but if you're proud of your garden it can work wonders. Chicken manure is actually classed as being one of the most desirable manures due to its high nutrient level. Utilizing this is an important part of sustainable and organic agriculture. It's estimated that having between 5 and 10 chickens should produce enough fertilizer to take care of your entire vegetable garden and yard for the year. It's also great to add to your compost.
- **Pest Control-** When you get have backyard chickens, you'll have a great excuse to ditch the pesticides and chemical-laden bug killers. Your chickens will do that job for you. They eat pretty much any bug including beetles, slugs, ticks and grasshoppers.
- **Cuts down on food waste-** Nationwide, food scraps make up about 17% (29 million tons) of what is sent to landfills, and yard waste is slightly more at 33 million tons. Your chickens can help you out here too! In addition to some chicken food, they'll eat pretty much most kitchen scraps – fruit and vegetable peelings, bread, cooked beans, cooked rice, oatmeal, pasta ... and the list goes on.
- **Weed Control-** Chickens may just be the perfect sidekick for every gardener. A source of pest control and manure all in one, they also will rid your garden of those invasive weeds that pop up all over the place. As they scratch and claw the ground, they eat and disperse all those weed seeds that have blown in. Next year, you'll be amazed at your neat and tidy garden.
- **The social aspect-** Would you believe there are entire communities dedicated to raising backyard chickens? Just do a quick internet search and you'll see. It's a great way to share your newfound passion with others, to pick up some tips and tricks, and to brag about how great the new additions to your family are. It's good for real-life socializing too. Mentioning you keep chickens is a great conversation starter and I'll bet your kids' friends want to come over and check out these cool creatures.
- **Cuts down on food miles-** We've all heard of food miles – the distance over which a food item is transported from producer to consumer. Well, you can't cut down on this particular type of environmental impact much more than keeping a source of food in your own back garden. As you also clock up miles getting waste foods away from you and to the landfill, it seems these useful creatures save you miles twice when they gobble up your table scraps too!

<http://www.naturallivingideas.com/20-convincing-reasons-to-keep-backyard-chickens/>

Common Concerns

“Chickens are smelly!”

Chickens don't smell bad any more than other pets do. A properly clean chicken coop has no objectionable odors. While it's certainly true that if your chicken coop is seldom or never cleaned, it will begin to smell, the same is true of a cat box that is never cleaned, or a dog kennel that is never cleaned. There are laws against animal cruelty, animal neglect, animal abuse, and so on that apply to all pets. The bottom line is that responsible people give their pets proper care and provide them with a clean environment.

“Laying hens are loud!”

The truth is that a flock of laying hens is actually quiet, far quieter than dogs are. A hen will cackle or squawk when she lays an egg. That occurs once a day—or less, depending on the breed and age of the hen, as well as the season.

The noise level for the squawk after egg laying is up to 60 decibels at its very loudest, or about the same volume as a normal conversation between two people... and in the same range of noise volume made by an air conditioner, a washer, or a flushed toilet. That's as loud as they get. Lawn mowers and barking dogs register at around 90 -100 decibels, much louder than a few hens. And roosters can be loud, sure—about as loud as a barking dog—but roosters are not required for egg production.

The noise argument is based on basic ignorance about chickens and biology. Many uneducated people think they will hear crowing if their neighbors keep hens for eggs, because they think a rooster is required for egg production... but he's not. Human women ovulate regardless of whether a male is around or not, and so does a hen. Remember, roosters are only required if you want your hen's eggs to be fertile!



“Chickens will attract wild animals to my neighborhood!”

Presuming you keep everything clean and tidy with your pet chickens just as you would when keeping a pet cat or dog, raising chickens doesn't make rodents or other pests magically appear from thin air. While it IS true that if there are any pests already in your neighborhood, they might be attracted to chicken feed if you spill it or don't keep it secured, they would be just as attracted to spilled or unsecured cat or dog food, wild bird feed, a koi pond, or even to your family's food waste discarded in unsecured outdoor garbage cans or compost piles—and all of those probably already exist in most neighborhoods, anyway. Chicken food is no different from any other pet food in that respect. If you do have small rodents in your area, a flock of chickens can actually reduce their number, since some breeds will catch and eat small mice and moles like cats do—chickens will eat small snakes, too. Plus, they eat other pests like ticks, mosquitos, grasshoppers and the like.

“Legalizing chickens will negatively affect property values”

Not true. Take a few moments to read some old news stories about the legalization of backyard chickens, and you'll notice that no actual evidence indicating that property values drop due to backyard chickens is EVER cited. Instead, the media will report that opponents simply have a “fear” of reduced property values. It seems to me that reporters should follow that claim up with actual data... but there is none to be had (and you know the media these days). So this argument is like a bogeyman: it's not real, but is frequently employed to frighten people into a position of compliance and fear. We've heard stories about realtors who feel that the right to keep a small flock of chickens could attract people to buy. Especially those of younger families who have a desire to be more connected to their food.

Rather than driving neighbors apart, chickens are usually conversation starters, particularly unusual breeds like Polish with their huge crests, or Silkies with their fur-like feathers. And today's small flock chicken coops are boutique, high-end items designed to look pretty in the yard. Remember, neighbors who want to keep chickens are just that: your neighbors. They care about the value of their homes and the quality of life in their community just as much as opponents of backyard chickens do—maybe more. People who keep backyard chickens are often involved in many other hobbies that add value to your neighborhood, including flower or vegetable gardening, beekeeping, growing fruit trees or berry bushes and so on. Think about it: this is exactly the sort of thing that can enhance community feeling and friendship in your neighborhood. Imagine a neighborhood where your neighbors share berries, fresh eggs, zucchini and tomatoes with you... and you might “lend” a cup of sugar or share a mug of coffee. That's what good neighbors do.

That's why some of the most expensive and exclusive communities in the country allow small flocks of laying chickens. For example, New York, Portland, Chicago and Boulder—cities with some of the highest property values in the country—allow hens. If keeping chickens negatively

affected the property values of the communities that permitted them, surely the communities would be taking steps to repeal them based on this mounting evidence, right? This is not happening. Instead, in some areas with high property values, the regulations are actually becoming more permissive with regard to backyard chickens, presumably because these places have found that the quality of life has improved. For example, in 2010, Seattle went from allowing families 3 hens to allowing 8 hens, a much more reasonable number if your family eats lots of eggs, especially if you don't want to be limited to getting only the breeds with the highest egg production.

The “property value” argument is typically based on emotions and other evidence-less prejudices. There is zero evidence that legalizing pet chickens has affected property values.

“People who want to keep chickens should just move to the country!”

This is probably the most ridiculous “argument” of all, if it can even be termed an argument. In the United States, no matter where you live, you have basic rights that allow you to enjoy your own property... but that means your neighbors have the same rights to enjoy their property, as disappointing as some may find that to be. If YOU are unduly bothered by your neighbors—when their activities don't affect property values, produce foul odors, loud noise, excess waste or present other actual problems—then YOU are the one who'll need to consider moving out of town and into the country.

<https://blog.mypetchicken.com/2012/07/20/the-6-silliest-arguments-against-backyard-chickens/>

“Having Backyard Chickens increases the risk of diseases.”

Healthy birds will be active and alert with bright eyes. They will be moving around — pecking, scratching, and dusting — except on hot days when they will find shade. Chickens that are healthy and active will also talk and sing quietly throughout the day.

As far as laying and eating habits, each chicken is different, so monitor each chicken to get a feel for her normal production and consumption. Healthy droppings will be firm and grayish brown, with white urine salts.

Chickens raised in backyard settings generally stay healthy and are not easily susceptible to diseases. The easiest way to find disease in chickens is to know what a healthy bird looks like. When a chicken isn't acting normal, for instance if she doesn't run to the food as usual or she wheezes or sneezes, start investigating. The table below lists some possible causes of illness to chickens.

Infectious (invasion by another organism)

Bacteria
Mold and fungi
Parasites
Viruses

Noninfectious (nonbiological in origin)

Chemical poisoning
Hereditary defects
Nutritional deficiencies
Unknown causes

<http://www.extension.umn.edu/food/smallfarms/livestock/poultry/backyard-chicken-basics/>

Avian Influenza A Virus Infections in Humans

Although avian influenza A virus that usually does not infect people, but rare cases of human infection with these viruses have been reported. No reports of the Avian Influenza in humans have been reported in the United States. Infected birds shed avian influenza virus in their saliva, mucous and feces. Human infections with bird flu viruses can happen when enough viruses gets into a person's eyes, nose or mouth, or is inhaled. This can happen when virus is in the air (in droplets or possibly dust) and a person breathes it in, or when a person touches something that has virus on it then touches their mouth, eyes or nose. Rare human infections with some avian viruses have occurred most often after unprotected contact with infected birds or surfaces contaminated with avian influenza viruses. However, some infections have been identified where direct contact was not known to have occurred. Illness in people has ranged from mild to severe.

Bird Flu Outbreaks in Birds

Outbreaks of bird flu happen among birds from time to time. When deadly bird flu outbreaks happen in U.S. poultry, the United States Department of Agriculture (USDA) works with industry, state and other government partners to stop the outbreak so that it does not spread to other poultry. The Centers for Disease Control and Prevention works with partners to protect the public's health during these outbreaks. The risk to the public from bird flu outbreaks is low; however, because other bird flu viruses have infected people, it is possible that human infections with these viruses could occur. Risk depends on exposure. People with no contact with infected poultry or contaminated surfaces are thought to be at very low to no risk of infection. People with close or prolonged unprotected contact with infected birds or contaminated environments are thought to be at greater (though probably still low) risk of infection.

Salmonella:

Humans do not catch salmonella from chicks or chickens the way you would catch a cold from your neighbor. Salmonella is food poisoning; you get it from eating infected meat or eggs. Even then, in order to get a case of salmonella, the meat and eggs you have eaten must be improperly prepared, that is, not completely cooked through. Or, you can also get salmonella by getting your hands or something else contaminated with feces and then putting that thing in your mouth. People more at risk for contracting Salmonella are very young, very old, and pregnant or have immune systems that are already compromised in some way. The best way to keep your children and family safe from infection is by keeping your own hens whose conditions you can monitor, and by having your family members wash their hands after dealing with chickens. You want to have them wash hands after dealing with any pets, for that matter. Alcohol is an effective sanitizer for salmonella bacteria.

But when it comes to issues with Salmonella, contamination is FAR more of an issue with factory farmed birds that produce eggs for grocery stores, not with your backyard pets. This is because the conditions chickens are kept in at factory farms are simply terrible. (You can Google information about this if you have a strong stomach, but to give you an idea, some of the conditions birds are forced to endure in factory farms include having to share cages or space with—and lay eggs on—other dead and rotting birds.) Since salmonella is food poisoning, it isn't an illness that passes from person to person or hen to hen like a cold. When chickens get salmonella, it is usually the result of hens eating rat droppings or worse in their tiny, dirty spaces at commercial egg farms. Yuck.

Presuming you don't keep your hens in the same inhumane circumstances they are kept in at factory farms---that is, presuming your coop is clean and roomy and you provide fresh food and water for them at all times---it is doubtful your home flock would contract salmonella. Birds in factory farms have immune systems that are already stressed by the terrible conditions they experience every day. At home, salmonella illness in your hens is easy to prevent: keep the coop clean and your hens happy. And most importantly, be alert to sign of illness so that if there is a problem, you can take care of it. But do be aware that your hens don't have to be sick with salmonella to transmit it to you. Remember, salmonella and other bacteria can be present in small quantities the feces of animals (including dogs and cats) whether they are sick or not. So when you pick up your bird who has been walking in and pecking around poop litter, just wash your hands... the same way you'd wash your hands if your dog—who has been nibbling on canine-enticing cat poop in the yard—licks your fingers with doggy love. Use common sense.

A hen actually sick with salmonella will be immediately obvious: she will be weak, purple-combed, and have watery diarrhea as well as reduced egg production. In fact, it's hard to imagine that all those sick hens went unnoticed at those factory farms for so long. Even if workers could not manage to differentiate the symptoms of salmonella from all the other symptoms of distress that factory farmed chickens have routinely, surely they would have noticed the big drop in production. After all, even if factory farms don't care about the welfare of their birds, they DO care about production—it's what compels them to keep the birds in such terrible, dirty, cramped conditions in the first place. It's just cheaper. For that reason, it's rather terrifying to think they just kept selling their eggs when they must have been aware of a potential problem.

<https://www.mypetchicken.com/backyard-chickens/chicken-help/Is-Salmonella-a-concern-with-backyard-chickens-H19.aspx>

Thank you for your time and consideration regarding this proposal.

MINUTES OF THE PROCEEDINGS OF THE HOUSING COMMISSION OF THE
CITY OF BROOKLYN CENTER IN THE
COUNTY OF HENNEPIN AND STATE OF MINNESOTA

REGULAR SESSION
July 17, 2018
COUNCIL COMMISSION ROOM

CALL TO ORDER

The Brooklyn Center Housing Commission was called to order by Chairperson Goodell at 7:00 p.m.

ROLL CALL

Chairperson – Mark Goodell - Present
David Johnson - Present
Tamika Baskin – Present
Kathie Amdahl - Present
Joan Schonning – Present
Michael Stokes – Present
Paul Oman - Present

Also present was Staff Liaison Jesse Anderson and Council Liaison Marquita Butler.

APPROVAL OF AGENDA

There was a motion by Commissioner Johnson and seconded by Commissioner Oman to approve the agenda as submitted. The motion passed.

APPROVAL OF MINUTES

There was a motion by Commissioner Johnson and seconded by Commissioner Oman to approve the minutes of the Housing Commission meeting on 6/19/18. The motion passed.

COMPREHENSIVE PLAN DISCUSSION:

Jennifer Haskins has been working for about a year on the comprehensive plan. Update on some of the public engagement and some of the draft material, we will focus on housing for tonight's meeting. However, the comprehensive plan includes many other elements.

DISCUSSION OF THE ATTACHED POWERPOINT:

Commissioner Goodell: Is this a re-development or new housing?

Commissioner Haskins: The Met Council predicts 2,200 new housing units by 2040. There will be some redevelopment on Brooklyn Blvd. Would include more than what is currently vacant. Can resubmit to the Met Council as to what the City predicts if we disagree with the

numbers.

Chairperson Goodell: When out delivering new neighbor bags, the Commission is seeing a lot of young families.

Commissioner Johnson: When considering the rental market, are the old non- housing units in Minneapolis that are being converted to rental being considered?

Commissioner Haskins: Yes. They look at different types of development and what type of development there is. New information that isn't on the plan shows that the Brooklyn Center housing median value has now passed the 2006 median value before the housing market crashed. Commissioner Haskin will send information to the housing commission to see if they agree with the housing goals.

Staff Liaison Anderson: I could send the information to the Commission and it could be discussed at the next meeting.

Commissioner Johnson How would this be enforced? By checking the plans?

Commissioner Haskin: Would be required to update every ten years. However, you can address things as they change. The plan can be updated at other times.

Commissioner Johnson: What does The Met Council do?

Commissioner Haskin: If approved by zoning code, Met Council would need to be updated to match the comprehensive plan.

Commissioner Amdahl: The plan is not a step by step process, it is a broad picture.

Commissioner Haskin: It is a general umbrella of different areas. Details and specifics that support it would be the zoning ordinances, policies, etc. They should all work together.

Commissioner Johnson: Is Brooklyn Center a part of a bigger plan that Met Council puts together? What is the full plan in the end?

Commissioner Haskins: Met Council has 4 regional systems: Sanitary sewer, airports, transportation & transit and regional parks. They get to tell the plans for those items. Zoning and Land use is the Cities part of the puzzle. Their plan helps tell developers what the city generally wants to see and what our vision is. This should be something the city can use to communicate as to what it wants and get good opportunities.

Chairperson Goodell: There should be a tool or guide to consider the future and make a plan; without structure it may not go well.

Commissioner Johnson: How do we see progress of the plan?

Chairperson Goodell: We should schedule a meeting for feedback.

Commissioner Haskins: Will be meeting with The Planning Commission on August 9th.

Commissioner Goodell: Feedback should be provided before the next meeting.

Staff Liaison Anderson: We will send to the Commission and provide individual feedback by August 9th. We will then discuss at next meeting.

DRAFT OF CHICKEN ORDINANCE:

Chairperson Goodell: I wasn't present, however, I have reviewed the ordinance and Commissioner Amdahl addresses that the ordinance only says "the owner of an animal". It should be added that an owner is an owner of a chicken, not just cats and dogs.

Commissioner Amdahl: Would permission be needed for keeping chickens?

Chairperson Goodell: Should synchronize working in Section 8 to coop or run instead of enclosure.

Chairperson Goodell: We should remove 7 as is conflicts with 8 e.

Commissioner Johnson: How do we know this ordinance will work? Could we make it provision for one year?

Staff Liaison Anderson: The ordinance can be adopted with a sunset date.

Commissioners Schonning, Goodell and Oman: Think we should not put a sunset on the ordinance.

Commissioner Johnson: I am not worried about responsible chicken ordinances.

Commissioner Amdahl: Some ordinances will only get enforced if there is a complaint.

Commissioner Schonning: I would rather be welcoming of the ordinance and make adjustments if necessary.

Chairperson Goodell: I feel we have done a lot of good research and we can address issues with the ordinance in the future.

Staff Liaison Anderson: The inspectors may have issues viewing the chickens in the backyard that are kept in violation of the code.

Commissioner Amdahl: I don't think there will be issues.

There was a motion by Commissioner Schonning and seconded by Commissioner Amdahl to recommend City Council consider approving the draft of the ordinance with recommended edits. All approved, Johnson abstained.

NEW NEIGHBOR PROGRAM UPDATE

Chairperson Goodell: There are 45 bags left to deliver currently have 42 bags; will need a couple more bags and labels. July 25th – Mark and Dave cannot be there. Should we keep the date or find a new one?

Commissioner Schonning: Find a better date. July 24th will be the new date, instead of the 25th, at 6:30.

COUNCIL LIAISON REPORT

Council Liaison Butler reported the following:

The work on water tower 2 has started and should be done in 90 days.
There will be a neighborhood meeting on Thursday at 6 pm in Belleview.
The Pop up market on July 7 was successful for its 1st time. The next market is scheduled for August 4th. Vendors are selling goods and it is free to Brooklyn Center residents.

Chairperson Goodell: Can an organization have a booth?

Cars are currently being parked at the opportunity site. They are leasing space during construction.

Ongoing Development Projects:

Medtronic expansion
Luther Mazda
Casey's under review
EBT under review
HOM furniture under plan review
Bank of America under construction
Instore Storage under plan review
Fairfield Inn was issued
Top Golf temp co issued.
Sprint open
Tim Horton's under construction

Commissioner Stokes: How did the pop up market happen?

Council Liaison Butler: Lenny Chism asked the council at a work session. As resident, economic development priorities, this provides an opportunity. City has helped provide funds.

Commissioner Johnson: Will it stay there, and for how long?

Council Liaison Butler: Goes through the fall and should stay there as long as it is available.

Commissioner Johnson: Terrific idea!

CHAIRPERSONS REPORT

Chairperson Goodell reported:
No update at this time.

OTHER BUSINESS

There was no other business addressed by the Commission.

ADJOURNMENT

There was a motion by Commissioner Johnson and seconded by Commissioner Oman to adjourn the meeting. The motion passed. The Brooklyn Center Housing Commission adjourned at 8:15 p.m.

Chairman

MINUTES OF THE PROCEEDINGS OF THE HOUSING COMMISSION OF THE
CITY OF BROOKLYN CENTER IN THE
COUNTY OF HENNEPIN AND STATE OF MINNESOTA

REGULAR SESSION
June 19, 2018
COUNCIL COMMISSION ROOM

CALL TO ORDER

The Brooklyn Center Housing Commission was called to order by Chairperson Goodell at 7:04 p.m.

ROLL CALL

Chairperson – Mark Goodell - Excused
David Johnson - Excused
Tamika Baskin – Present
Kathie Amdahl –Excused
Joan Schonning – Present
Michael Stokes – Present
Paul Oman - Present

Also present was Staff Liaison Jesse Anderson.

APPROVAL OF AGENDA

There was a motion by Commissioner Schonning and seconded by Commissioner Oman to approve the agenda as submitted. The motion passed.

APPROVAL OF MINUTES

There was a motion by Commissioner Baskin and seconded by Commissioner Oman to approve the minutes of the Housing Commission meeting on 5/15/18. The motion passed.

QUESTION OR CONCERNS RELATING TO THE KEEPING OF CHICKENS

Commissioner Johnson: How would this be enforced?
Staff Liaison Anderson: Likely by code enforcement staff.
Commissioner Johnson: Would people be able to let them run loose in the yard?
Staff Liaison Anderson: No, it would not be allowed by code.
Commissioner Johnson: I like that the code would say no roosters allowed.
Commissioner Schonning: The ordinance is very comprehensive.
Commissioner Oman: Questions on no closer to the street.
Commissioner Baskins: Why? 5 feet.
Staff Liaison Anderson: Crystal's says that.

Commissioner Johnson: Would we want to put a review date on the ordinance?

Commissioner Johnson: While at a farm, the chicken coops were fairly dirty.

Todd Henning: It is just like taking care of a dog or a cat box.

Commissioner Baskin: Does the ordinance require a fence at the property line?

Commissioner Johnson: There would be no slaughter of chickens allowed.

Mr. Henning: They are like a pet.

Staff Liaison Anderson: Do we want to require screening?

Commissioner Oman: This seems to be excessive.

Commissioner Johnson: It would be difficult to screen everyone.

Commissioner Baskin: There would be no screening.

Commissioner Schonning: Remove section on screening.

Commissioner Johnson: Are the chickens in a coop at night, and are they quiet at night?

Stacy (Resident): If you cover the chickens, and they don't see light, they will stay quiet.

Commissioner Schonning: The ordinance covers noise at night.

Commissioner Baskin: Will they attract more predators to the area? If so, would we want to consider a fence?

Staff Liaison Anderson: I will updated ordinance with changes and bring it back for final review at the next meeting.

NEW NEIGHBOR PROGRAM UPDATE

Delivery Dates: 6:30 tomorrow and the 20th and 27th.

Commissioner Oman is unable to make it.

Commissioners Schonning, Johnson, Stokes and Baskin will be there.

Commissioner Oman: It was great how the people feel welcomed by the bag.

Additional Delivery Dates: July 11th and July 25th

COUNCIL LIAISON REPORT

In the absence of the Council Liaison no report was given.

CHAIRPERSONS REPORT

Vice Chairperson Johnson: Nothing else to add

OTHER BUSINESS

There was no other business addressed by the Commission.

ADJOURNMENT

There was a motion by Commissioner Baskin and seconded by Commissioner Oman to adjourn the meeting. The motion passed. The Brooklyn Center Housing Commission adjourned at 8:30 p.m.

Chairman

Subd. 4. Pot-bellied pigs. Notwithstanding the provisions of subsection 910.39, a pot-bellied pig is considered a household pet for the purposes of section 910, subject to the conditions of this subdivision.

- a) A person may keep no more than one-pot-bellied pig, which must be kept solely for the private use and enjoyment of the person.
- b) A pot-bellied pig may be kept only by residents of single family detached dwellings.
- c) Every owner or keeper of a pot-bellied pig must obtain a license in accordance with the procedure for dogs under subsections 910.03 and 910.07, as supplemented by the provisions of this subdivision. Notwithstanding anything to the contrary in subsection 910.03, pot-bellied pigs of any age require a license. The provisions of subsection 910.09 regarding tags do not apply to pot-bellied pigs.
- d) All male pot-bellied pigs must be neutered by the age of three months, and all female pot-bellied pigs must be neutered by the age of one year. In addition to all other requirements for a license under subsection 910.07, an applicant for a pot-bellied pig license must present to the office of the city clerk a certificate executed by a licensed doctor of veterinary medicine showing that the animal has been timely neutered, or that the animal has not reached the age for required neutering by the date of application.
- e) All other provisions of section 910 of the city code relating to animals, including without limitation the provisions of subsection 910.13, apply to pot-bellied pigs. Pot-bellied pigs will be considered along with any other animals when determining whether a private kennel license is required or permitted under subsection 910.01, subdivision 5 and subsection 910.07. (Added, Ord. No. 2002-14, Sec. 2)

Subd. 4a. Chickens. No person shall keep on any single family or two family residential property more than four (4) total hen chickens. This is an addition to the maximum number of animals authorized by Section 910.01, Subd. 11.

- b) Three or More Dwelling Unit Properties. Chickens are not allowed on properties with three or more dwelling units.
- c) No Roosters. No person shall keep roosters, or adult male chickens, on any property within the city.
- d) No Cockfighting. Cockfighting is specifically prohibited within the city.
- e) No Slaughtering. The slaughter of chickens is prohibited in the city.
- f) Ownership Occupancy. The owner of the chickens shall live in the dwelling on the property. If the property is not owner-occupied, then the property owner must provide a written statement to the city confirming that the tenant may have chickens at the property.

- g) No Breeding. The raising of chickens for breeding purposes is prohibited in the city.
- h) No Chickens in Dwellings or Garages. Chickens over the age of four weeks shall not be kept inside of a dwelling or garage.
- i) Shelter and Enclosure Requirements. Chickens shall be properly protected from the weather and predators in a shelter or coop, and have access to the outdoors in an enclosure or fenced area. The shelter and/or enclosure shall meet all of the following requirements:
 - 1) Applicable building, property maintenance and zoning requirements of Chapters 4 and 5.
 - 2) Applicable electrical work shall be done according to applicable codes and with appropriate permits.
 - 3) The shelter shall be situated closer to the chicken owner's dwelling than to any of the neighboring dwellings but in no case closer than 5 feet to the lot line.
 - 4) Shelter and enclosure must not be located closer to an adjacent street than the owner's dwelling.
 - 5) Screening from abutting residentially used properties and streets in the form of a solid privacy fence of at least four (4) feet in height constructed according to the fence standards of Section 515.13 Subd. 7 shall be provided for the shelter and enclosure.
 - 6) A shelter shall not exceed 120 square feet in size and shall not exceed six (6) feet in height.
 - 7) An enclosure or fenced area for chickens shall not exceed 20 square feet per bird and shall not exceed six (6) feet in height and shall have protected overhead netting to prevent attracting predators and other animals running at large.
 - 8) An enclosure or fenced area may be constructed with wood and/or woven wire materials that allow chickens to contact the ground.
 - 9) Constructed in a workmanship-like manner to deter rodents and predators.

- j) Prevention of Nuisance Conditions. Owners shall care for chickens in a humane manner and shall prevent nuisance conditions by ensuring the following conditions are met:
- 1) The shelter and enclosure are maintained in good repair, and in a clean and sanitary manner free of vermin and objectionable odors.
 - 2) Feces and discarded feed is regularly collected and stored in a leak-proof container with a tight-fitting cover to prevent nuisance odors and the attraction of vermin until it can be disposed properly.
 - 3) Chicken feed shall be stored in leak-proof containers with a tight-fitting cover to prevent attracting vermin.
 - 4) Chickens shall be secured inside of a shelter from sunset to sunrise each day to prevent nuisance noise and attracting predators.
 - 5) Chickens shall remain in either the shelter or enclosure at all times and shall not run at large.
 - 6) The shelter shall be winterized to protect the chickens in cold weather.
- k) Sale of Farm Poultry or Eggs. Owners must comply with all requirements and performance standards for home enterprises in Section 515.33 Subd. 3b and all Minnesota Department of Agriculture requirements for the sale of eggs.

(Added, Ord. No. 2013-03, Sec. 1)



Homegrown Minneapolis

Minneapolis Chicken Keeping Rules and Regulations

This web page summarizes city policy related to raising chickens. The complete list of rules and regulations are located in the [Minneapolis Code of Ordinances](#) (Title 4, Chapter 70, Section 70.10). Before applying for a permit, you are advised to read the full ordinance language.

Note: The following rules do not apply to veterinarians, licensed pet shops, or licensed kennels.

What are the permit requirements?

Notify neighbors: Anyone pursuing a permit must notify their immediate neighbors. Renters must notify their property owners who are then responsible for notifying neighbors (renters may notify neighbors in place of the property owner).

- If you are applying for more than 6 chickens, you must obtain *written consent* of at least 80% of neighbors within 100 feet of your property. Contact [Minneapolis Animal Care and Control](#) (MACC) to obtain the official form for neighbors to sign.

Provide Details: A site plan illustrating the location of the small animal coop and run (if applicable) must be reviewed by staff from the [Minneapolis Development Review](#) within the City of Minneapolis Community Planning and Economic Development (CPED) Planning Division, prior to submitting a chicken permit request. MACC is then also required to inspect the location annually or as necessary.

Pay a fee: You can apply for a one-year permit as detailed on the [MACC webpage](#).

Permit Type	Application Fee			Renewal Fee
One-Year Permit (for x hens)	1 to 6	7 to 15	16 to 30	Same as original fee
	\$25	\$50	\$75	
Rooster Permit	\$100			\$100

Note: All permits expire one year from the date they are received.

Complete required education: Fowl permit holders have one year to provide a certificate of course completion to MACC upon submission of fowl permit application. Currently eligible training providers include:

[Eggplant Urban Farm Supply](#)
[University of Minnesota Extension](#)
[Quantina Beck Jones](#)
[Rob Czernik/Powderhorn Feed](#)
[Chicken Run Rescue](#)

What are the rules?

 [Sign up for e-mail updates](#) from Homegrown Minneapolis.

Upcoming Homegrown Meetings

Wednesday, May 9, 2018
 6:00-7:30 pm Food Council meeting
 5:00-6:00 pm Group dinner preparation
 Kindred Kitchen & Breaking Bread Café
 1210 W Broadway Ave, Minneapolis
[2018 Meeting Schedule](#)

Homegrown Highlights

[Farmers Markets](#)
[Latest Homegrown Newsletter](#)
[2017 Homegrown Minneapolis Highlights](#)
[Food Council Members](#)
[Homegrown Heroes](#)

Contact

Tamara Downs Schwei
 Homegrown Minneapolis/
 Local Food Policy Coordinator
 (612) 673-3553 | [email](#)

Chicken Housing Structure must be:

- Located at least 20 feet away from neighboring residential use
- Screened from habitable buildings on neighboring property
- Constructed of materials which are durable and compatible with your house and neighboring residential properties
- Located behind your house.

Animal Runs, if used to exercise chickens, must be:

- Located at least 20 feet from neighboring residential use
- In compliance with all zoning code requirements and enclosed to ensure fowl are confined to permittee's property
- Located behind your house.
- Provide ten (10) square feet for each fowl while housed in outside run

Chicken poop and litter shall be removed often enough to prevent odors from emitting over property lines. The waste can be double bagged and thrown away or composted on site if the compost is used on site. Chicken poop and litter may not be placed in City-provided organics recycling carts. ([per State Compost Rules](#))

Live slaughter is prohibited.

Keeping Chickens for commercial uses have different requirements. No person, business, or entity shall maintain or cause to be maintained any commercial business related to the keeping of fowl on residential property unless otherwise permitted by the City of Minneapolis. If so permitted, commercial coops must:

- Maintain and comply with any applicable business license, health department permit, zoning permit, and permit issued by the MACC.
- Be limited to thirty (30) fowl of any kind with at least four (4) square feet provided for each fowl housed inside the physical coop and ten (10) square feet for each fowl while housed in outside run.
- Be maintained in such a manner as to prevent a public nuisance and provide adequate care and safeguards for the chickens.
- Be kept in good repair, maintained in a clean and in a sanitary condition, and free of any vermin, obnoxious smells, and substances.

Note: MACC may refuse to grant a permit for failure to comply with criteria. MACC has the right to keep any fees paid by the applicant.

For further information or to apply for a permit, please contact Teila Zoller at Minneapolis Animal Care and Control:

Phone: 612-673-6246

Email: teila.zoller@minneapolismn.gov

Additional Resources

[Backyard Chicken Basics](#) (University of Minnesota Extension)

[Twin Cities Chicken Coop Tour](#)

[Twin Cities Chicken Listserve](#)

Last updated Dec 14, 2017

QUICK LINKS

[Home](#)

Small Farms

Backyard chicken basics

Betsy Wieland and Nora Nolden

As people are becoming more and more interested in knowing where their food comes from, the trend of raising backyard chickens is growing. Raising backyard chickens can be a rewarding experience and a great way to teach kids about nature, agriculture, and responsibility of caring for animals. Since most backyard chickens are raised for laying and not for meat, this fact sheet will focus on layers.

Breeds

There is a wide a variety of chicken breeds, developed for egg production, meat production, and/or good looks. While many breeds are adaptable to a backyard setting, certain breeds are better than others for backyard conditions. Medium to large breeds are good for cold winters. A mellow temperament and good egg laying are also pluses. If you see reference to a bantam bird, that is a small version of any particular breed. It will look the same, but be smaller. Here are a few examples of great, mellow breeds for the backyard.



New Hampshire Red and Buff Orpington hens

Popular backyard chicken breeds

Rhode Island Red

- Hens weigh about 6.5 lb
- Lay brown eggs
- Dark red feathers
- Dual purpose breed, but most often used for laying
- Hardy breed that does well in small flocks

Wyandotte

- Hens weight about 6.5 lb
- Lay brown eggs
- Dual purpose breed
- Great for small flocks and rugged conditions
- “Curvy” shape, good disposition
- Many color varieties

Ameraucana

- Many different color varieties
- Lay green eggs
- Great long-term egg production
- Dual purpose breed
- Tolerant to all climates
- Easy to handle

Orpington

- Hens weigh about 8 lb
- A larger dual purpose breed
- Lay brown eggs
- Many color varieties
- Heavy size is ideal for cold weather

Diet

Chickens are omnivores. They eat grains, fruits, and vegetables as well as insects. Chickens should typically be fed a prepared feed that is balanced for vitamins, minerals, and protein. A healthy laying hen diet should also contain crushed oyster shell for egg production, and grit for digestion. A 6-pound hen will eat roughly 3 pounds of feed each week.

They love fruit and vegetable scraps from the kitchen and garden, as well as bread. Scratch-cracked corn and oats are a nice treat for the chickens that does not supply all their nutritional needs, but is fine in moderation.

Feed consumption may increase in the winter when burning more calories, and decrease in the heat of the summer. A critical part of a chicken's diet is continual access to clean, fresh water. This is especially true in the summer as they cool themselves by panting.



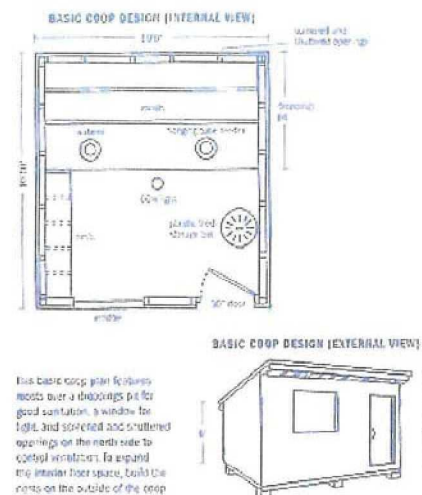
Quality feed and clean water will help keep birds healthy and productive.

Housing

A quality coop is essential to backyard chicken production. Layers need nest boxes — one per 4-5 birds. Chickens are descended from jungle birds, which means they like to be up high, so a place for them to roost is important. Coops must provide protection from the weather and predators. There should be a well-insulated area with a light bulb or heat lamp for the winter months as well as ventilation for fresh air.

Be sure to have a minimum 3-5 square feet per bird, including outdoor space.

Their main predators are raccoons, rats, owls, hawks, and cats. An enclosed space for them to stay at night is essential to their protection. Ensure that the coop is free of small holes for predators to sneak in. There is an endless variety of coop designs with just as much range in cost. Find a design that provides easy access and otherwise suits your situation. There are many books and websites with coop designs. The image at right shows a simple chicken coop schematic. The space should be free of unnecessary objects like woodpiles or equipment, as they attract predators.



Click to enlarge. Simple coop design for up to 16 hens from *Storey's Guide to Raising Chickens*

Daily care

Chickens need to be fed and water changed daily. They need to be let out of the coop each morning and put into the coop at dusk each night to protect them from predators. Eggs should be picked up twice a day. The coop and pen should be cleaned out weekly to maintain sanitation and odor control.

Bird health

Healthy birds will be active and alert with bright eyes. They will be moving around — pecking, scratching, and dusting — except on hot days when they will find shade. Chickens that are healthy and active will also talk and sing quietly throughout the day.

As far as laying and eating habits, each chicken is different, so monitor each chicken to get a feel for her normal production and consumption. Healthy droppings will be firm and grayish brown, with white urine salts. Roughly every tenth dropping is somewhat foamy, smellier than usual, and light brown.

Chickens raised in backyard settings generally stay healthy and are not easily susceptible to diseases. The easiest way to find disease in chickens is to know what a healthy bird looks like. When a chicken isn't acting normal, for instance if she doesn't run to the food as usual or she wheezes or sneezes, start investigating. The table below lists some possible causes of illness to chickens.

Infectious (invasion by another organism)

Bacteria
Mold and fungi
Parasites
Viruses

Noninfectious (nonbiological in origin)

Chemical poisoning
Hereditary defects
Nutritional deficiencies
Unknown causes

Credit: *Storey's Guide to Raising Chickens* by Gail Damerow

Sanitation

An important element to bird health is sanitation. In order to maintain a clean, healthy environment, the coop and outdoor area should be cleaned out weekly or as needed to control manure and odor build up. Feeders and waterers should be regularly cleaned and disinfected. Dust baths should be available, as they help control mites. It is important that at least once a year, usually in the spring, a thorough cleaning is done on the coop and yard. Also cleaning before introducing new birds to the area will limit the spread of disease. A fall cleaning is also helpful with mite control over winter.

During this cleaning, safety precautions must be taken in dealing with dust. Wear a dust mask and mist the walls surrounding the area to control dust movement. Inhalation of dried chicken manure can be harmful to humans. Rake and clean out the yard. All feeders should be removed and bedding completely cleared out. It is important to remove dust and cobwebs from corners of the coop. The inside of the coop needs to be disinfected — including troughs, perches and nests. To disinfect, use one-tablespoon chlorine bleach to one gallon boiling water.

Manure management

Chicken manure is made up of feed residue, intestinal bacteria, digestive juices, mineral by-products from metabolic processes, and water. In fact, 85% of chicken droppings, by weight, is water. This leads to issues with humidity and odor. So what are the options for managing manure?

One option is to complete thorough cleanings of the coop more than once a year. This will control the odor and fly populations.

Another option is to pasture the chickens. Moveable shelters are a valuable tool for pasturing chickens and reducing cleaning time. Simply move the location of the house when manure begins to build up. It offers new space for chickens to graze and peck, and free fertilizer for the lawn!

A third option is composting. Composting can be done right in the chickens' bedding. To start this process, lay down about 4 inches of bedding. Regularly stir up the bedding to prevent clumping, and add fresh bedding until it is 10 inches deep by winter.

Continue this process until the bedding gets 12 to 15 inches deep. At this depth, composting actively begins and after 6 months can kill harmful bacteria. This composting releases heat, which keeps chickens warm in cooler months and attracts natural fly predators. To maintain the compost, it must be stirred regularly to prevent crusting. The same process can be done outside of the coop in a separate bin.

Egg production

Hens begin laying at around six months of age and can continue for 5-10 years, with peak production occurring in the first 2 years. They will lay roughly 6 eggs each week. Egg production drops each year when the hens molt (replace their feathers in the early fall) and as daylight hours are lost. Hens need at least 12-14 hours of light each day to continue laying eggs. A regular light bulb is sufficient to supply this light.

Regulations

There are several regulations that you may encounter with chicken ownership. Raising chickens in the backyard may require a permit from your city, and each has different requirements and restrictions. It is not legal in some cities to keep poultry. Some cities may also limit the number of animals you can keep.

If you begin selling eggs or meat, you will encounter additional regulations. The Minnesota Department of Agriculture Dairy and Food Inspection Division manages and enforces these. Contact them for information regarding these rules at 651-201-6027.

Purchasing birds

There are several places to purchase chickens. The list below has major chicken hatcheries and links to their websites. There are also many individuals breeding and selling poultry. Local farm supply stores may also order them for you.

Major chicken hatcheries:

- [Murray McMurray's](#)
- [Stromberg's](#)
- [Hoover's Hatchery](#)

Additional information

Online resources

- [University of Minnesota Extension Small Farms program](#)
- [BackyardChickens.com](#)
- [Poultry resources](#) — *Oklahoma State University*
- [Small flock information](#) — *University of Arkansas Extension*

Publications

- *Storey's Guide to Raising Chickens* by Gail Damerow
- *American Standard of Perfection* by American Poultry Association

Questions or comments?

Contact an Extension educator [here](#).

UNIVERSITY OF MINNESOTA
EXTENSION

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Backyard Chicken Ordinance

Presented by: Jesse Anderson,
Deputy Director of Community
Development

Background

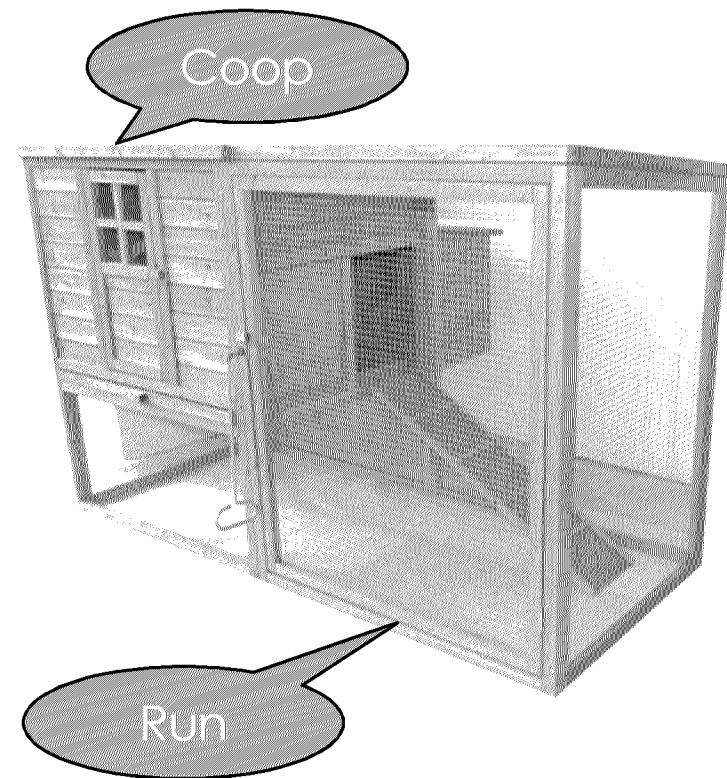
- At the City Council Open Forum multiple requests have been made by residents to allow chickens at residential homes.
- The City Council directed the topic to the Housing Commission to review.
- The Housing Commission reviewed and is providing a recommendation to the City Council.
- The Housing Commission discussed the issue of backyard chickens extensively at their May, June, and July meetings.
 - They reviewed similar ordinances from neighboring communities, as well as discussing the specific effects of an ordinance in Brooklyn Center.
 - Supporters of the ordinance also were present at the Housing Commission meetings to answer questions of the Commissioners and to provide background information.

Proposed Ordinance Overview

- No Roosters
- No more than 6 Hens
- Requires a Coop and Run
 - A coop is an enclosed structure for keeping the chickens while being protected for the elements.
 - A run is a enclosed screened area where the chickens can roam unsupervised.
- Only permitted in R1 and R2 districts
- The Run and Coop cannot exceed 120 square feet and 6 feet in height

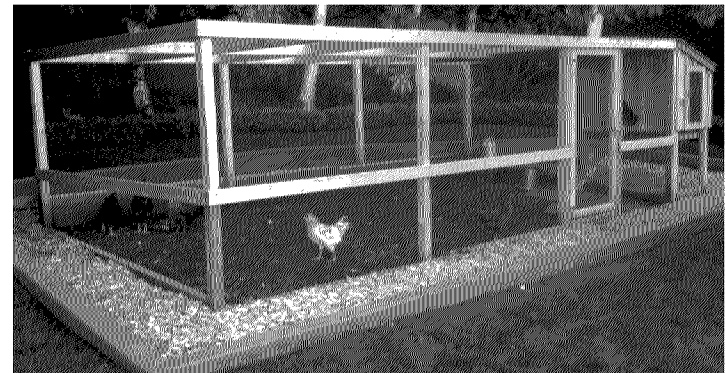
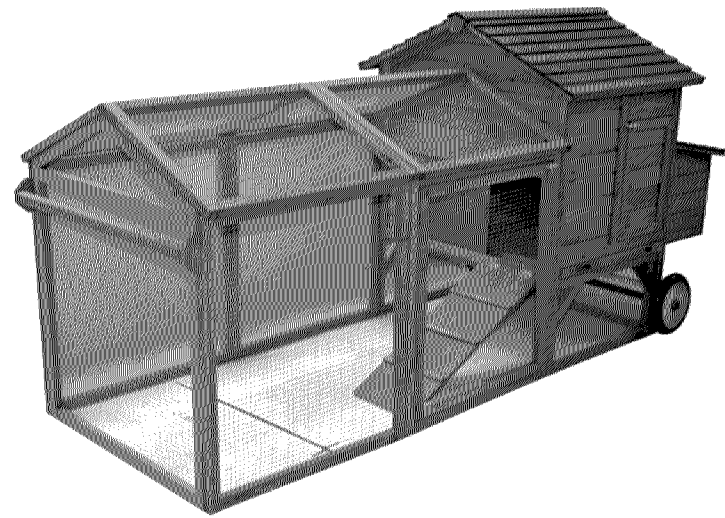
Chicken Coop Requirements

- Fully enclosed and keeps the Chickens in and migratory birds out.
- Must be winterized
- Architecturally appropriate building materials
- Coops that exceed 30 square feet count as an accessory building
- 5 feet from lot lines
- 30 feet from adjacent dwellings



Chicken Run Requirements

- Fully Enclosed
- Included overhead netting
- In rear yard
- 5 feet from lot lines
- 30 feet from adjacent dwellings

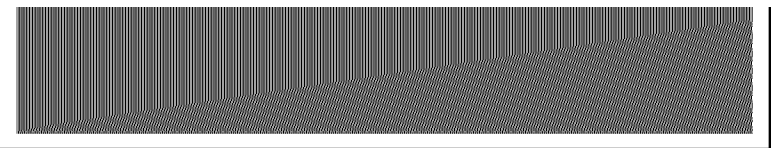


Other Requirements

- Structures must be in good repair
- Nuisance odors must be prevented
- Feed must be stored in a leak proof container
- Chickens must be secured inside coop at night
- Chickens cannot run at large
- No slaughter, fighting, breeding of chickens
- No Commercial sale of eggs
- Rental properties will require written permission from property owner.

Enforcement

- In conversations with other Cities, there has not been an increase in code cases relating to Chickens.
- In 2018, there were 9 code cases relating to chickens 5 were confirmed.
- The biggest challenge currently and with the new ordinance will be access to view the backyard of a property.
 - Code Enforcement staff cannot look over fences, unless backyard is in plain sight
 - Inspectors cannot go in backyards without permission or an administrative warrant.

- 
- The Housing Commission recommended the City Council consider the draft ordinance
 - The City Attorney reviewed the ordinance
 - If the Council concurs with the proposed ordinance, Staff would then bring it to Council for a First Reading.
 - Questions?