

WHITE PAPER
Proposed Redevelopment Notification Process:
Information Needs and Dissemination Protocols

Submitted by Friends of Twins Lakes and the Roseville Citizens League

INTRODUCTION

After difficult and contentious recent development proposals, it is time for the City of Roseville to review and revise the processes for addressing development and redevelopment proposals. The City has new Council members, new staff, and revised advisory commissions. Clarifying and restating the City's processes could restore confidence, openness, and trust.

It is our understanding that the current City development proposal review process includes the following four steps:

1. Preliminary proposal discussion
2. Sketch plan submittal
3. Concept plan submittal
4. Final plan submittal

If the developer and City staff meet informally and in confidence at the first step, the measures listed below are suggested for application at the time when the sketch plan is submitted. When the sketch plan is submitted, it is essential for information to be distributed publicly.

The items listed in this document are intended to be an initial phase of a broader review and revision of the City's processes for development proposal review. We believe this is an excellent time to address these issues. The processes need to be more clear, open, and consistent. The roles of the City Commissions need to be clarified. The protocols for public notice and the dissemination of relevant information need to be improved. This document focuses on those information needs and dissemination protocols. We look forward to a constructive dialogue with City staff, the City council, and other interested parties to address these concerns.

GOALS

- Design a development proposal review process that:
 - reflects and considers the views and interests of all the citizens of Roseville, and
 - appropriately weighs and considers the issues and concerns of the immediate neighborhood where the project is to be located.
- Maintain or improve the quality of life in the nearby neighborhoods.
- Maximize the opportunities for citizen involvement and understanding before final plans are completed and the developer has made significant design expenditures.

- Maximize the access to and distribution of a wide range of information to all interested parties.
- Design a process that does not favor and is not perceived as favoring any particular outcome.
- Design a process that is open, understandable, and inclusive in order to maintain the confidence and trust of the Roseville citizens.
- Design a process that effectively uses the strengths of existing City commissions.

DEVELOPMENT PROPOSAL REVIEW PROCESS - PROJECT INFORMATION

The following items should be provided to the public as early as possible in the project proposal review process. These materials should continue to be provided and updated throughout the processes.

- Announce the proposal to develop or redevelop a specific site. Make the announcement broadly available. The announcement should include:
 - A map showing the site boundaries and lot lines
 - An itemized list of the area's properties, including addresses, lot sizes, description of the current buildings, the businesses being conducted in them, property owners, and the most recent assessed values
 - The current zoning designations for all area properties
 - The comprehensive plan future land use designation for all area properties
 - A description and sketch plan of the proposed project
 - A request that all interested parties submit questions, concerns, and suggestions in writing
- For each proposed project, solicit the contact information of interested citizens and parties. Create a project information distribution list. Much of this can be done through E-mail at little cost. The City Web site can be used to provide the opportunity to subscribe to this project distribution list. This list should become the basic distribution list for all information and notifications as the project moves through the City processes. Notification to this distribution list should be provided for all decision points, milestones, substantive changes to the plan, and public meetings.
- The extent and nature of City participation in the project will be stated and described prominently and clearly. This should apply to the full range of City participation, including tax increment financing, pollution cleanup, and public infrastructure costs. The estimated cost of the City's participation should be calculated and stated. As appropriate, this cost should be presented as:
 - total dollar amount

- percent of total project cost
 - percent of land cost
 - percent of building cost.
- If the project requires special action from the City, this will be stated and described prominently and clearly. This would include zoning variances, comprehensive plan changes, PUD, special use permits, or other actions.
 - Impact of the project on the City tax base, both short-term and long-term.
 - If any type of exclusive arrangement or development restriction is proposed, this will be stated clearly and described completely. City staff will provide the rationale for such action.
 - If the project raises environmental issues or concerns, these should be stated prominently and clearly. This would include concerns related to:
 - groundwater, surface water, or air pollution
 - stormwater
 - light pollution
 - noise pollution
 - increased traffic
 - statement of proposed LEED building standard.
 - As questions are received, through written submittals or comments at public meetings, they should be listed in their entirety. City staff should also categorize and consolidate the questions into a form appropriate for response. Responses should be encouraged from proponents (particularly the project developer) and opponents of the project, from members of the City Council, and from recognized experts in the appropriate fields. Factual information on the project will be provided by City staff. The consolidated question list, with the entire range of responses, should be made available to the public in hard copy at City Hall and by posting on the City's website.
 - A detailed schedule of project milestones and decision points should be posted and updated frequently. This should include:
 - every presentation and discussion at public meetings – Council, commissions, and open meetings
 - every decision to be made by a City body
 - every contract signing or formal commitment

The decision or action item sought at each milestone should be clearly stated. Where one action or consideration is directly linked to a subsequent milestone, this should be clearly stated.

The schedule should be updated frequently. There should be at least two weeks advance notice of every action, decision, meeting, or milestone. This provision should be respected and adhered to vigilantly. Every time this provision is bypassed or ignored, public confidence in the process will be diminished.

- If there are to be meetings for the neighborhood proximal to the project, the schedule and locations for these meetings should be provided.
- The roles of the City commissions should be stated clearly. The points at which the commission's advice or decisions will be sought should be listed. If a commission's advice is sought for another body (e.g.: the PWETC providing comments for the Planning Commission and Council), this should be stated clearly. Commission comments and relevant staff memos should be provided.
- Links to the notes for all public meetings where the project is discussed should be provided. If public discussion is included in video of meetings, the time of the discussion within the meeting should be provided (e.g.: the project was discussed in minutes 23 through 48 of a two-hour meeting).

GENERAL PROCESS COMMENTS

- The City's development proposal review process should be clearly listed and described in a single document. This process is not currently well understood by the citizens.
- The information listed above should be disseminated widely. It is important that this information is easily accessible and available to as many Roseville citizens as possible. We urge the City to make better use of the Web site and E-mail. For people not linked electronically, information should be provided at City Hall, with notifications provided in newspapers and City newsletters.