



COUNCIL CONFERENCE MEETING

August 09, 2021

5:30 PM

Fridley City Hall, 7071 University Avenue N.E.

AGENDA

1. Consider Preliminary Concepts for Proposed Roundabout at Central Avenue and Gardena Avenue with Anoka County Highway Department
2. Fridley City Code Recodification Project Update
3. Letter of Intent from the North Suburban Center for the Arts

The City of Fridley will not discriminate against or harass anyone in the admission or access to, or treatment, or employment in its services, program, or activities because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation or status with regard to public assistance. Upon request, accommodation will be provided to allow individuals with disabilities to participate in any of Fridley's services, programs, and activities. Hearing impaired persons who need any interpreter or other persons with disabilities who require auxiliary aids should contact Roberta Collins at (763) 572-3500. (TTD/763-572-3534).



AGENDA REPORT

Meeting Date: August 9, 2021

Meeting Type: City Council Conference Meeting

Submitted By: James Kosluchar, Director of Public Works / City Engineer

PW21-029

Title

Consider Preliminary Concepts for Proposed Roundabout at Central Avenue and Gardena Avenue with Anoka County Highway Department

Background

For some time, the City of Fridley has been working with Anoka County to respond to citizen concerns and reduce speeds and improve safety on (Old) Central Avenue NE (County State Aid Highway 35) in the vicinity of Gardena Avenue NE. The intersection has been experiencing increased safety and mobility concerns in recent years.

To address these issues, the Anoka County Highway Department considered several alternatives. Their preferred option includes reconstruction of the intersection with a roundabout, which will improve its safety and mobility performance. The project would have two main benefits that make application of a roundabout a good option.

First, the roundabout would improve the intersection safety due to the skewed intersection geometry. Second, the improvement would reduce the tendency for through traffic to speed along Central Avenue and provide a physical method of traffic calming.

To help fund this project, Anoka County sought and was awarded Highway Safety Improvement Program (HSIP) funding for up to 90 percent of the cost of this project construction. The City of Fridley provided a letter of support for the funding application made in 2018.

The Anoka County Highway Department has invited the City of Fridley to participate in preliminary work to this point, including direct input on consultant selection, a project kickoff meeting, and providing ideas and feedback on preliminary concept designs. This work has been ongoing, and we are very pleased with the ability to provide feedback in input. Staff has been working with the project team to consider the coming Parks Master Plan implementation and minimize right-of-way impacts and access impacts while preserving the safety benefits of the project.

Note that at this time, Anoka County is not requesting any funding from the City of Fridley for the project, however a right-of-way donation will be necessary from the City to complete the project. We have also reviewed the possibility of extending pedestrian and bicycle facilities along Gardena Avenue, and will continue to review their feasibility to make important connections to schools located east of the intersection.

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Financial Impact

None at this time.

Discussion

Part of the scope of the project development includes meeting with the Fridley City Council prior to each of two project public meetings for their input and feedback and concepts. This conference item is the first of those two in-person meetings planned. There will be time for questions and answers after a brief presentation of progress and concepts to date.

Focus on Fridley Strategic Alignment

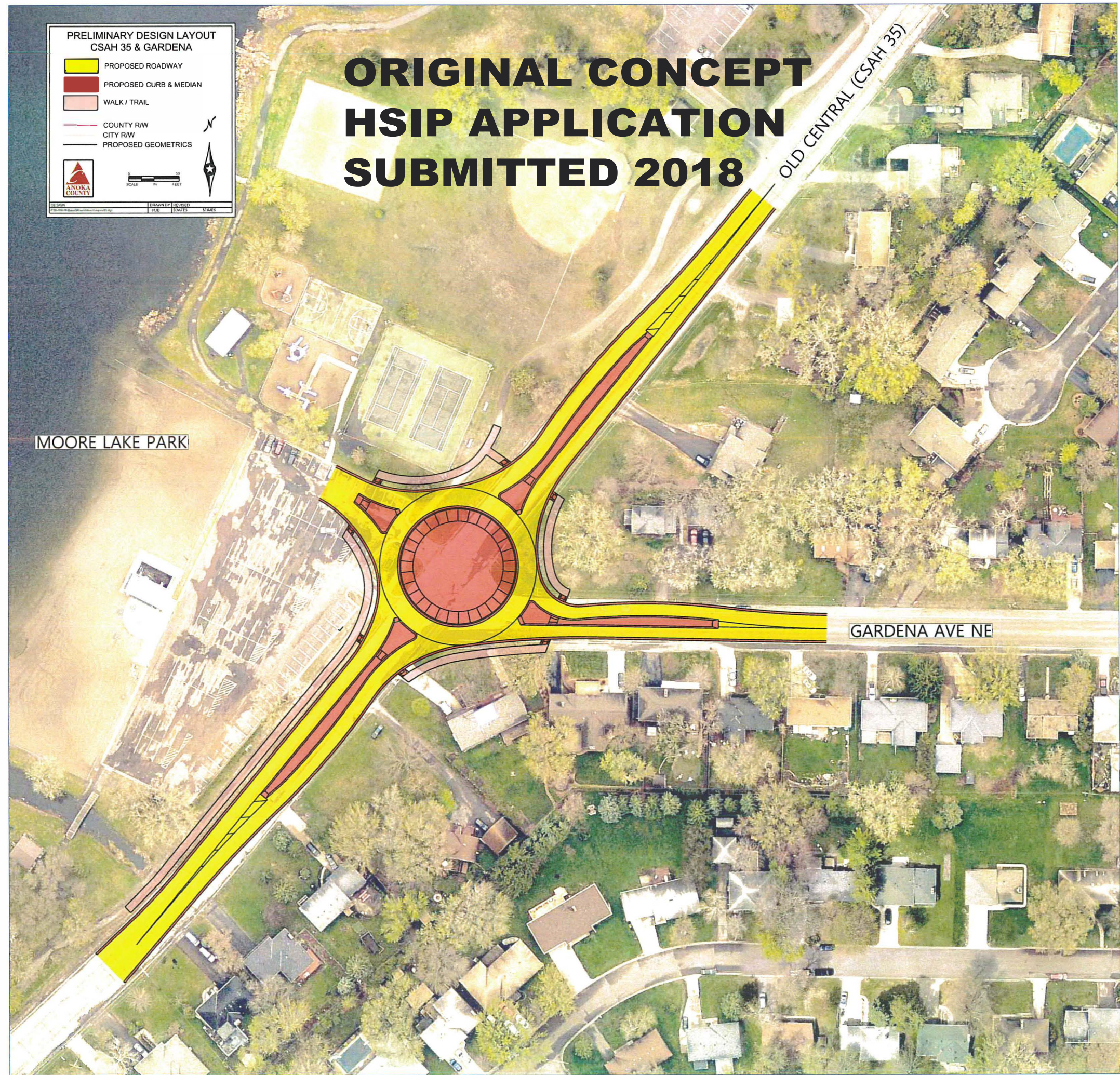
☒ Vibrant Neighborhoods & Places	☐ Community Identity & Relationship Building
☐ Financial Stability & Commercial Prosperity	☒ Public Safety & Environmental Stewardship
☐ Organizational Excellence	

Attachments and Other Resources

-

Vision Statement

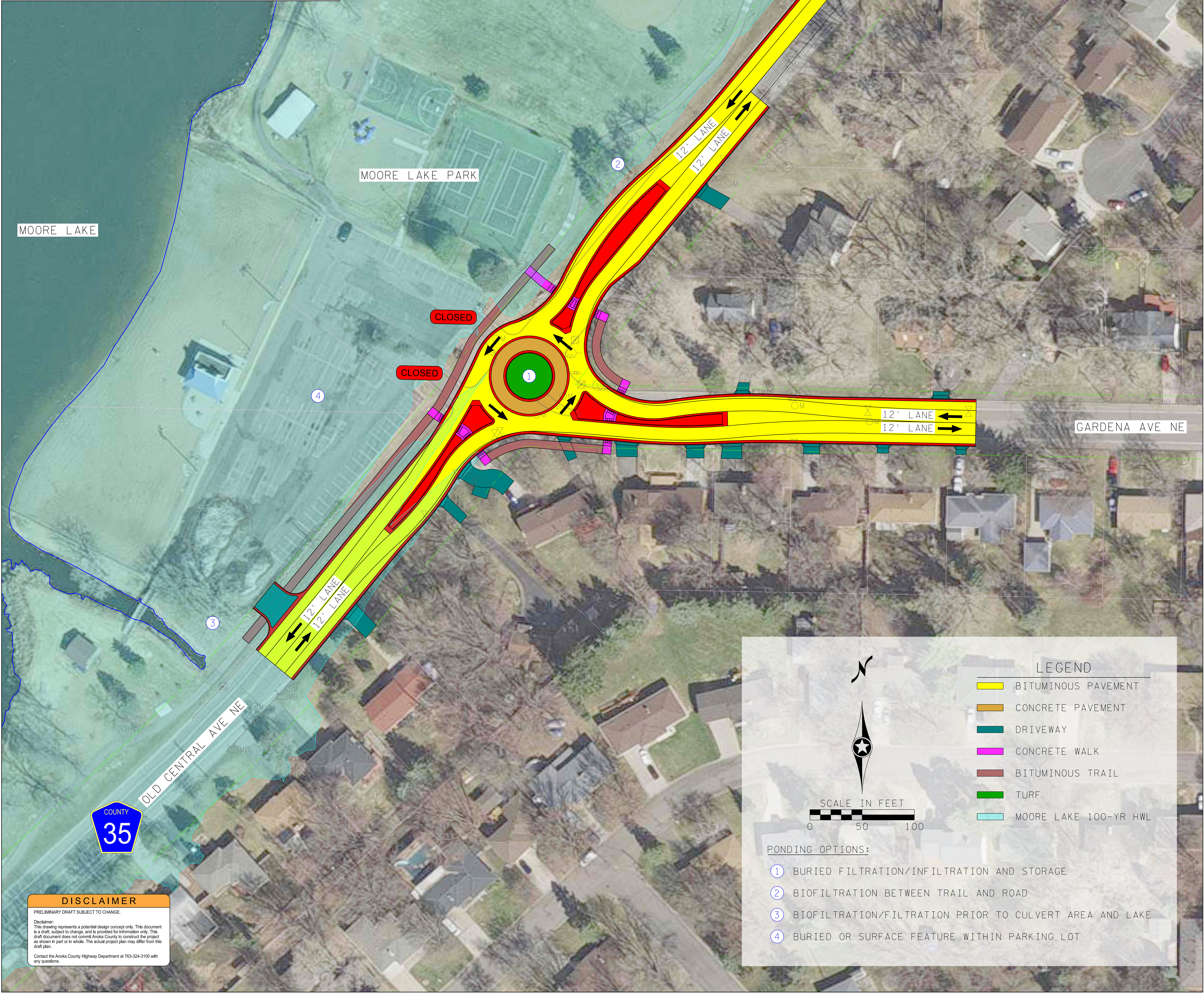
We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



CSAH 35 Improvements



PROPOSED IMPROVEMENTS
JULY 20, 2021
SP 002-635-012



DISCLAIMER
PRELIMINARY DRAFT SUBJECT TO CHANGE.
Disclaimer:
This drawing represents a potential design concept only. This document is a draft, subject to change, and is provided for information only. This draft document does not commit Anoka County to construct the project as shown in part or in whole. The actual project plan may differ from this draft plan.
Contact the Anoka County Highway Department at 763-324-3100 with any questions.

LEGEND

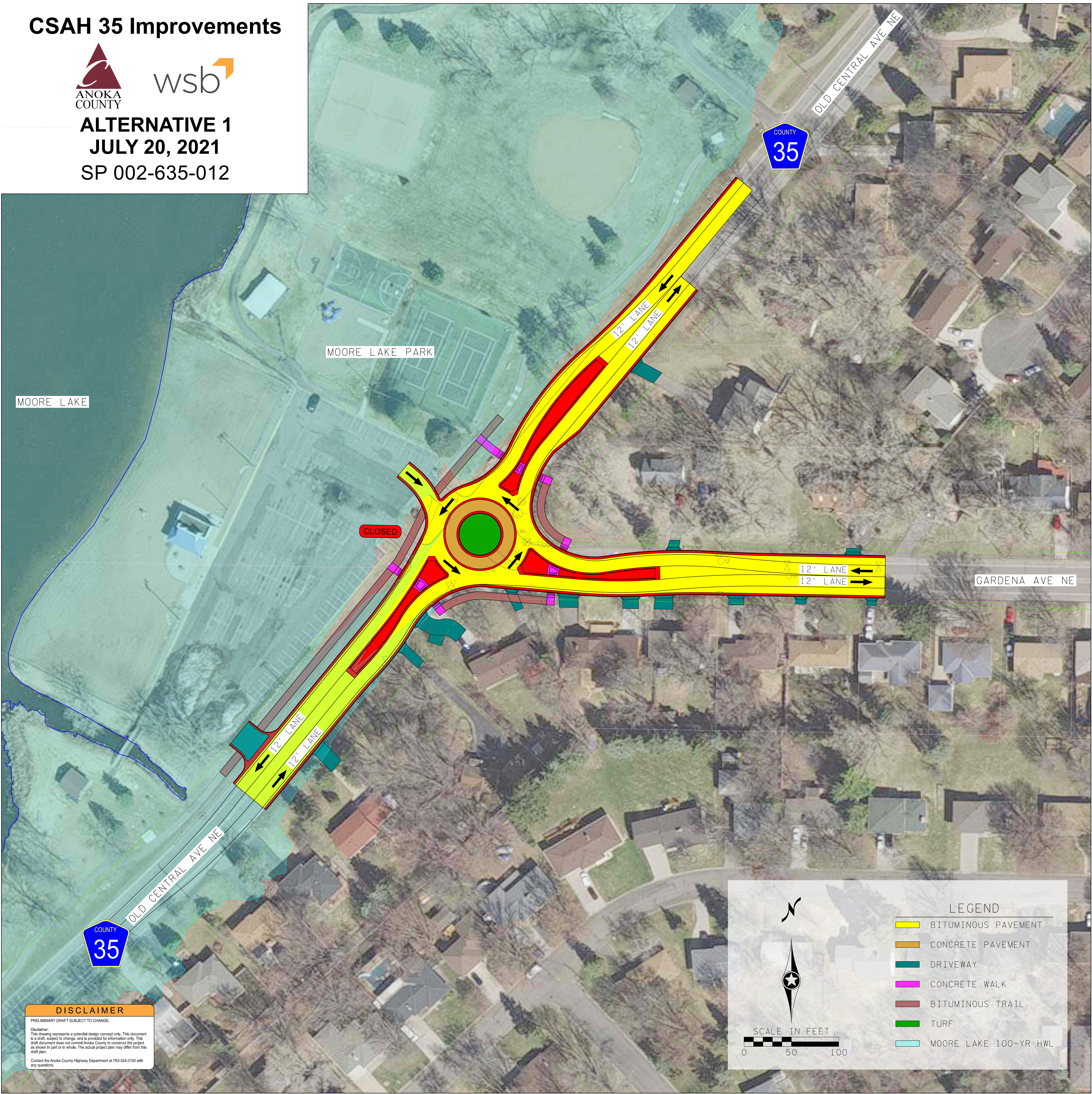
- BITUMINOUS PAVEMENT
- CONCRETE PAVEMENT
- DRIVEWAY
- CONCRETE WALK
- BITUMINOUS TRAIL
- TURF
- MOORE LAKE 100-YR HWL

- PONDING OPTIONS:
- ① BURIED FILTRATION/INFILTRATION AND STORAGE
 - ② BIOFILTRATION BETWEEN TRAIL AND ROAD
 - ③ BIOFILTRATION/FILTRATION PRIOR TO CULVERT AREA AND LAKE
 - ④ BURIED OR SURFACE FEATURE WITHIN PARKING LOT

CSAH 35 Improvements



ALTERNATIVE 1
JULY 20, 2021
SP 002-635-012



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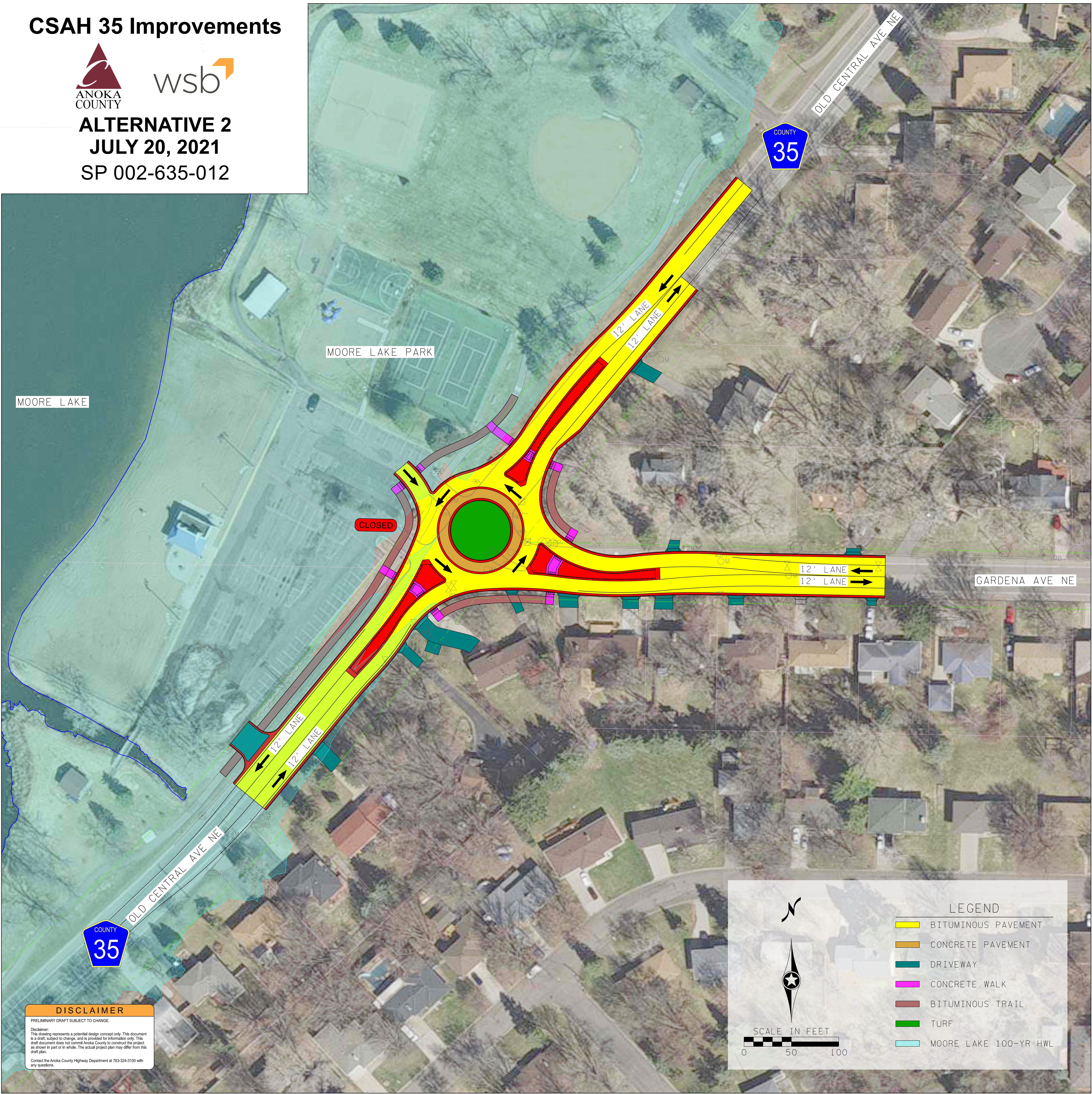
LEGEND

- BITUMINOUS PAVEMENT
- CONCRETE PAVEMENT
- DRIVEWAY
- CONCRETE WALK
- BITUMINOUS TRAIL
- TURF
- MOORE LAKE 100-YR HWL

CSAH 35 Improvements



ALTERNATIVE 2
JULY 20, 2021
SP 002-635-012



MOORE LAKE PARK

MOORE LAKE

CLOSED

12' LANE
12' LANE

12' LANE
12' LANE

12' LANE
12' LANE

OLD CENTRAL AVE NE

GARDENA AVE NE

COUNTY
35

COUNTY
35

OLD CENTRAL AVE NE

DISCLAIMER

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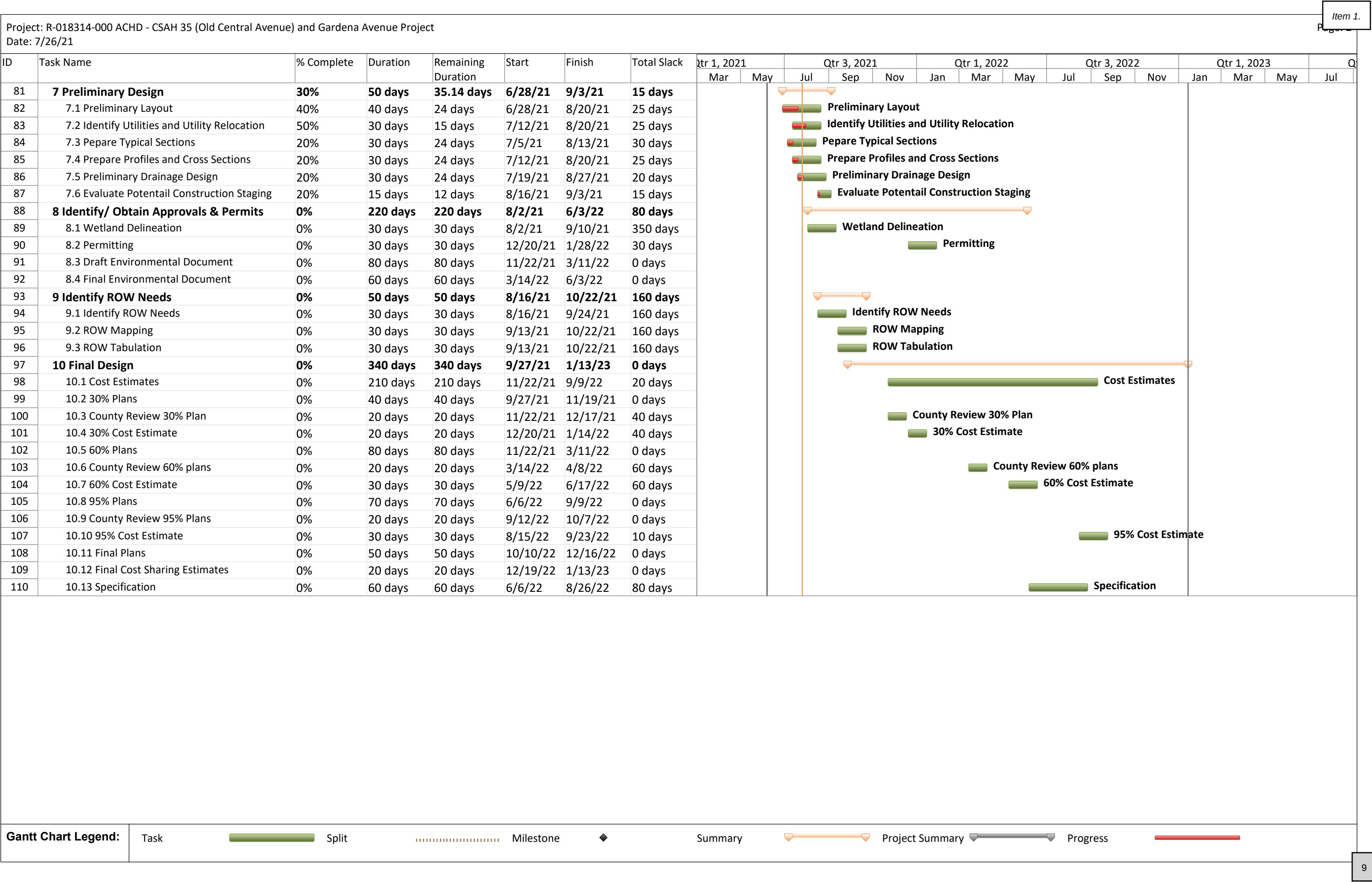
- BITUMINOUS PAVEMENT
- CONCRETE PAVEMENT
- DRIVEWAY
- CONCRETE WALK
- BITUMINOUS TRAIL
- TURF
- MOORE LAKE 100-YR HWL



Date: 7/26/21

Gantt Chart Legend:

Task	Split	Milestone	Summary	Project Summary	Progress
					





AGENDA REPORT

Meeting Date: August 9, 2021

Meeting Type: City Council Conference Meeting

Submitted By: Melissa Moore, Administrative Services Coordinator/Deputy City Clerk
Daniel Tienter, Director of Finance/City Treasurer/City Clerk

Title

Fridley City Code Recodification Project Update

Background

Pursuant to Minnesota Statute § 415.02 and Fridley City Charter (Charter) § 1.02, the City Council (Council) may codify and publish ordinances that carry the force and effect of law for the City of Fridley (City), which may be arranged into a system generally referred to as the Fridley City Code (City Code). Furthermore, Charter § 3.10 provides for the recodification of the City Code at least every 10 years.

In 2020, the City Manager informally began the Fridley City Code Recodification Project (Project) by soliciting the recommendations of staff regarding possible amendments to the City Code. Based on that feedback, staff prioritized the review (and possible amendments to) the various chapter of the City Code (Exhibit A). To further support this effort, the City Manager also formed the Recodification Coordinating Group (RCG), which includes a core team of staff from the City Management and Finance Departments, along with subject matter experts from various City divisions.

Through a series of internal meetings, the RCG first clarified the goals of the Project, most notably to craft a City Code designed to achieve accessibility, consistency with best practices and to provide clarity for end users. Perhaps just as importantly, the group also developed both a process and various standards to guide Project activities, including a Process Map (Exhibit B), Title and Chapter Realignment (Exhibit C) and a Style Guide (Exhibit D). Additionally, the RCG procured a new online code management system to assist with the revision process and enhance the searchability of the City Code.

Based on this preliminary work, the RCG believes the Project will take approximately three years to complete. The City Manager also plans to recommend several stand-alone Conference Meetings to assist in the Council in review of the various City Code amendments.

Financial Impact

None at this time. However, some City Code changes may have specific financial impacts, which will be reviewed with the Council as part of the amendment process.

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

Discussion

Staff request feedback and guidance regarding Project efforts to date. Assuming the Council supports the Project, staff plan to present a resolution for Council consideration at the August 23, 2021 Regular Meeting to formally launch the Project.

Focus on Fridley Strategic Alignment

☐ Vibrant Neighborhoods & Places	☐ Community Identity & Relationship Building
☐ Financial Stability & Commercial Prosperity	☐ Public Safety & Environmental Stewardship
☒ Organizational Excellence	

Attachments and Other Resources

- Exhibit A: Prioritization of City Code Updates
- Exhibit B: Codification Process Map
- Exhibit C: Proposed Reorganization of City Code
- Exhibit D: City Code Style Guide

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

City Code Chapter No.	City Code Chapter Title	Priority Level
001 Legislative and Licenses and Permits		
1	Legislative Body	High - Next 12 Months
2	Administration	Medium - Next 24 Months
3	Personnel	Low - Next 36 Months
4	AB Precinct Elections	Medium - Next 24 Months
5	Ethics	Medium - Next 24 Months
6	Commissions	High - Next 12 Months
7	Assessments	High - Next 12 Months
8	Background Investigations	Medium - Next 24 Months
11	Fees	High - Next 12 Months
12	Tobacco Products	Low - Next 36 Months
13	Gasoline Sales	High - Next 12 Months
14	Peddlers	Medium - Next 24 Months
15	Bowling Alleys	Low - Next 36 Months
16	Street Vending	Medium - Next 24 Months
17	Auctions	Low - Next 36 Months
18	Motor Vehicle Body Repair Businesses	Low - Next 36 Months
19	Used Motor Vehicles	Low - Next 36 Months
20	Water Softeners	
21	Christmas Trees	Medium - Next 24 Months
22	Music Festivals	Medium - Next 24 Months
23	Public Dances	Medium - Next 24 Months
24	Junk Yards	Medium - Next 24 Months
25	Golf Courses and Driving Ranges	Low - Next 36 Months
26	Hotels and Motels	Medium - Next 24 Months
27	Billiards	Low - Next 36 Months
28	Carnivals	Medium - Next 24 Months
30	Lawful Gambling	Medium - Next 24 Months
31	Pawn Shops	Low - Next 36 Months
32	Food Establishments	Medium - Next 24 Months
33	Administrative Citations	Low - Next 36 Months
100 Health, Safety and Welfare		
101	Animal Control	High - Next 12 Months
102	Public Safety Department	High - Next 12 Months
103	Dangerous Weapons	Low - Next 36 Months
104	Tree Diseases	Medium - Next 24 Months
105	Landscape Maintenance	Medium - Next 24 Months
106	Civil Defense	High - Next 12 Months

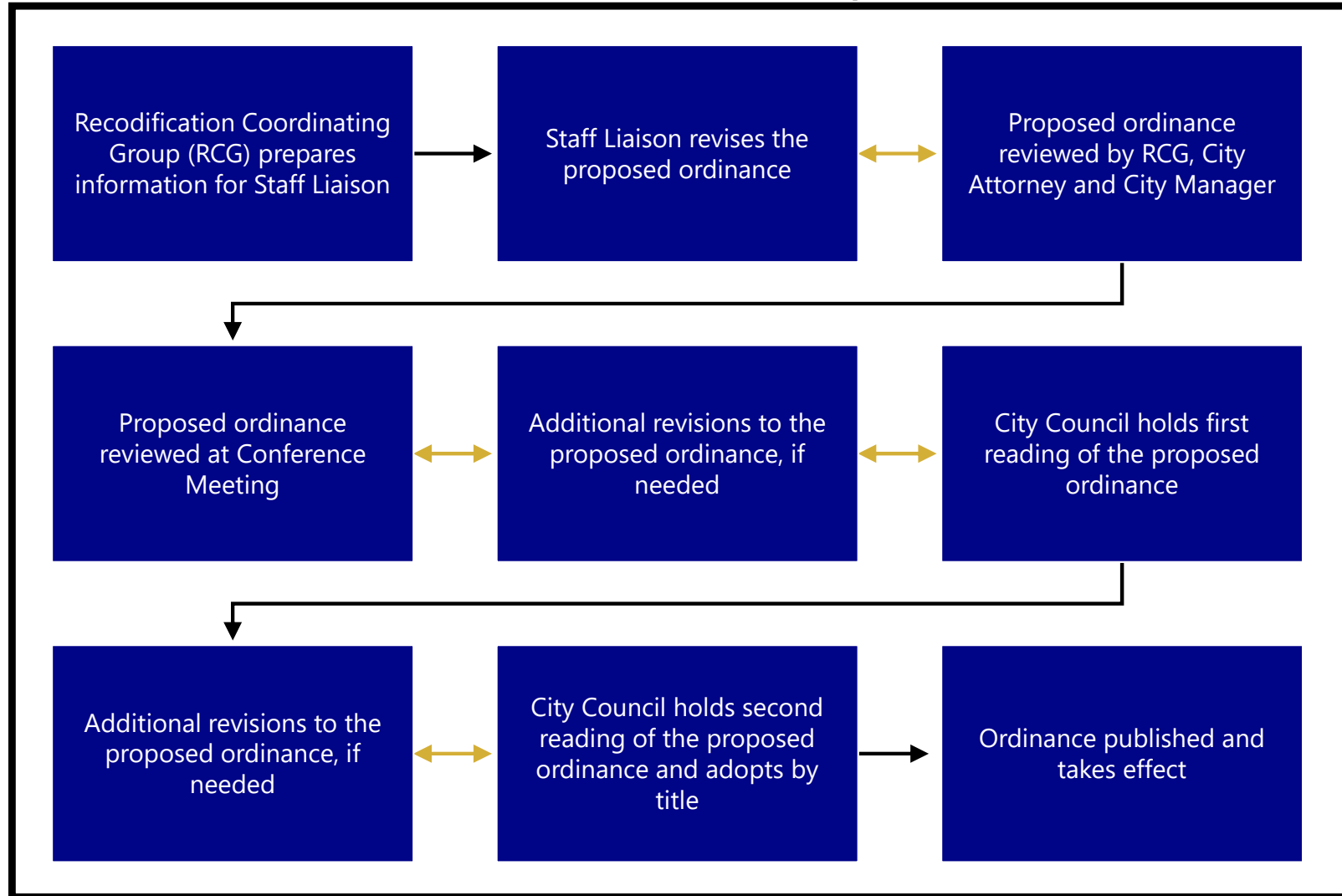
107	Disposition of Certain Property	Low - Next 36 Months
108	Fire Prevention	High - Next 12 Months
109	Air Quality and Solid Waste	Low - Next 36 Months
110	Public Nuisance	Medium - Next 24 Months
111	Vehicle Towing	
112	False Alarms	High - Next 12 Months
113	Solid Waste Disposal and Recycling Collection	Medium - Next 24 Months
114	Abandoned Motor Vehicles	Low - Next 36 Months
115	Swimming Pools	High - Next 12 Months
116	Public Sanitation Facilities	
117	Drugs and Paraphernalia	Medium - Next 24 Months
118	Barbiturate Drugs	Medium - Next 24 Months
119	Glues and Related Substances	Medium - Next 24 Months
120	Codeine Drugs	Medium - Next 24 Months
121	Liquor Consumption Use or Display	Medium - Next 24 Months
123	Junk Vehicles	Medium - Next 24 Months
124	Noise	Medium - Next 24 Months
125	Massage Therapy Licensing	Low - Next 36 Months
126	Houses of Prostitution Public Nuisance	Low - Next 36 Months
127	Sexually Oriented Businesses	Low - Next 36 Months
128	Abatement of Exterior Public Nuisances	Medium - Next 24 Months
129	Trespass on Private Property	High - Next 12 Months
130	Clandestine Drug Lab and Chemical Dump Sites	Low - Next 36 Months
131	Fire Department Service Charges	Medium - Next 24 Months
200 Lands and Buildings		
202	House Trailers	Medium - Next 24 Months
203	Manufactured Home Parks	Medium - Next 24 Months
204	Building and Lot Numbers	Medium - Next 24 Months
205	Zoning	High - Next 12 Months
205.07	R-1 One Family Dwelling	Medium - Next 24 Months
205.08	R-2 2-Family Dwelling	Medium - Next 24 Months
205.09	R-3 Multiple Dwelling	Medium - Next 24 Months
205.1	R-4 Manufactured Homes	Medium - Next 24 Months
205.11	Single Family Attached Dwellings	Medium - Next 24 Months
205.12	P Public Facilities	Medium - Next 24 Months
205.13	C-1 Commercial	Medium - Next 24 Months
205.14	C-2 General Business	Medium - Next 24 Months
205.15	C-3 General Shopping	Medium - Next 24 Months
205.16	CR-1 General Office District	Medium - Next 24 Months

205.17	M-1 Light Industrial District	Medium - Next 24 Months
205.18	M-2 Heavy Industrial	Medium - Next 24 Months
205.19	M-3 Heavy Industrial Outdoor Intensive	Medium - Next 24 Months
205.2	M-4 Manufacturing Only	Medium - Next 24 Months
205.21	PUD Planned Unit Development	Medium - Next 24 Months
205.22	S-Special District	Medium - Next 24 Months
205.23	S-1 Hyde Park	Medium - Next 24 Months
205.24	S-2 Redevelopment	Medium - Next 24 Months
205.25	S-3 Heavy Industrial Onaway	Medium - Next 24 Months
205.26	O-Overlay	Medium - Next 24 Months
205.27	O-1 Flood Plain Management Overlay District	Medium - Next 24 Months
205.28	O-2 Critical Area	Medium - Next 24 Months
205.29	O-4 Wetlands	Medium - Next 24 Months
205.30	O-5 Telecommunications and Towers	High - Next 12 Months
205.30	Telecom Appendix A	High - Next 12 Months
205.31	O-6 Pre-1955 Residential Lots	Medium - Next 24 Months
205.32	O-7 Shoreland Overlay District	Medium - Next 24 Months
205.33	O-8 Transit Oriented Development Overlay District	Medium - Next 24 Months
205.33	O-TOD Appendix A	Medium - Next 24 Months
205.33	O-TOD Appendix B	Medium - Next 24 Months
206	Building Code	Medium - Next 24 Months
208	Erosion Control	High - Next 12 Months
210	Hazardous Buildings	Medium - Next 24 Months
211	Subdivision	Medium - Next 24 Months
212	Mining	Medium - Next 24 Months
213	Fences	Medium - Next 24 Months
214	Signs	High - Next 12 Months
214	Signs Appendix A	High - Next 12 Months
215	Public Waters and Waterways	
216	Storm Water Drainage Utility	High - Next 12 Months
217	Conversion Condominium Registration	Medium - Next 24 Months
218	Hazardous Waste Control	Medium - Next 24 Months
219	Harris Pond Storm Water Improvement Project	Low - Next 36 Months
220	Residential Rental Property Maintenance and Licensing Code	Medium - Next 24 Months
221	Stonybrook Storm Water Improvement Project	Low - Next 36 Months
222	Fair Housing Practices	Medium - Next 24 Months

223	Manufactured-Home Park Closings	Medium - Next 24 Months
224	Stormwater Illicit Discharge Detection and Elimination	High - Next 12 Months
400 Utilities		
402	Water and Sewer Administration	Medium - Next 24 Months
403	Sanitary Sewer Connections	Low - Next 36 Months
404	Gas Franchise	Medium - Next 24 Months
405	Cable Television Franchise	
405B	Cable Television Franchise	High - Next 12 Months
406	Cable Communications Rates and Rate Change	Medium - Next 24 Months
407	Rights of Way Management	Low - Next 36 Months
408	Electric Franchises	Medium - Next 24 Months
500 Public Ways and Places		
501	Highway Traffic Act	Low - Next 36 Months
502	Drivers Licenses	Low - Next 36 Months
503	Road Weight Restrictions	Medium - Next 24 Months
504	Taxicabs	Medium - Next 24 Months
505	Bicycle Registrations	Low - Next 36 Months
506	Vehicle Parking	Medium - Next 24 Months
507	Municipal Swimming Beaches	High - Next 12 Months
508	Parks and Parkways	Urgent
509	Motorized Vehicle Rentals	Medium - Next 24 Months
510	Tree Preservation	High - Next 12 Months
511	Shopping Center Traffic	Medium - Next 24 Months
512	Motor Vehicle Registration on Public Semi-Public and Private Property	Low - Next 36 Months
513	Skateboards, Rollerskis, Rollerskates and In-line Skates	High - Next 12 Months
514	Private Property Snow and Ice Removal	Medium - Next 24 Months
600 Liquor		
601	Municipal Operation of Liquor	Medium - Next 24 Months
602	3.2 Malt Liquor	Medium - Next 24 Months
603	Intoxicating Liquor	
604	Consumption Display	Low - Next 36 Months
605	Intoxicating Liquor Bottle Club Permit	
606	Intoxicating Liquor On Sale Club	
607	Entertainment License	
608	Lodging Tax	Medium - Next 24 Months
609	Liquor Caterers	Medium - Next 24 Months
610	Liquor Manufacturers	

700 Amusements and Special Activities		
701	Boats and Watercraft	Low - Next 36 Months
702	Drive-In Theater	Medium - Next 24 Months
703	Snowmobiles	Low - Next 36 Months
800 Offenses		
801	Curfew	Low - Next 36 Months
802	Flags	Low - Next 36 Months
803	Ordinance Enforcement	High - Next 12 Months
900 Construction and Interpretation		
901	Penalties	High - Next 12 Months
902	Rules of Construction	Low - Next 36 Months
903	Definition Conflict	Low - Next 36 Months
904	Severability	Low - Next 36 Months
905	Adoption By Reference	Low - Next 36 Months
906	Adoption of Code	High - Next 12 Months
Appendices		
A	Annexations	Low - Next 36 Months
C	Easement Vacations	Low - Next 36 Months
D	Zoning Map Changes	Low - Next 36 Months
E	Emergency Ordinance	Low - Next 36 Months
F	Sale of Real Estate and Charter Changes	Low - Next 36 Months
G	Moratorium Ordinance	Low - Next 36 Months
H	Public ROW	Low - Next 36 Months
I	Ordinance Numbers	Low - Next 36 Months
Listing	City Official Listing	Low - Next 36 Months

Exhibit B

Recodification Process Map

Current Organization	Proposed Reorganization
001-Legislative and Licenses and Permits	Title 1 - General Provisions
100 - Health, Safety and Welfare	Title 2 - Administration
200 - Lands and Buildings	Title 3 - Licensing
400 - Utilities	Title 4 - Health, Safety and Welfare
500 - Public Ways and Places	Title 5 - Public Nuisance
600 - Liquor	Title 6 - Lands and Buildings
700 - Amusements and Special Activities	Title 7 - Zoning
800 - Offenses	Title 8 - Franchises, Utilities and Right-of-Way
900 - Construction and Interpretation	Title 9 - Public Ways and Places
Appendices	Appendices

Proposed Reorganization of Fridley City Code - Chapter Contents		
Title 1 - General Provisions		
	Current Chapter #	New Chapter #
Adoption of Code	906	
Rules of Construction	902	
Legislative Body	1	
Commissions	6	
Definitions (combine w/ old 903)	903	
Severability	904	
Adoption By Reference	905	
Ethics	5	
Title 2 - Administration		
Administration	2	
Personnel	3	
Background Investigations	8	
Administrative Citations	33	
Penalties	901	
Ordinance Enforcement	803	
Reasonable Accommodation - NEW		
Assessments	7	
Absentee Ballot Board	4	
Fees	11	
Flags	802	
Title 3 - Licensing		
3.2 Malt Liquor	602	
Auctions	17	
Billiards	27	
Bowling Alleys	15	
Carnivals	28	

Christmas Trees	21	
Consumption Display	604	
Drive-In Theater	702	
Entertainment License	607	
Food Establishments	32	
Gasoline Sales	13	
Golf Courses and Driving Ranges	25	
Hotels and Motels	26	
Intoxicating Liquor	603	
Intoxicating Liquor Bottle Club Permit	605	
Intoxicating Liquor On Sale Club	606	
Junk Yards	24	
Lawful Gambling	30	
Liquor Caterers	609	
Liquor Manufacturers	610	
Lodging Tax	608	
Massage Therapy Licensing	125	
Micromobility	509	
Motor Vehicle Body Repair Businesses	18	
Municipal Operation of Liquor	601	
Music Festivals	22	
Pawn Shops	31	
Peddlers	14	
Public Dances	23	
Street Vending	16	
Tobacco Products	12	
Used Motor Vehicles	19	
Water Softeners	20	
Title 4 - Health, Safety and Welfare		
Animal Control	101	
Public Safety Department	102	
Dangerous Weapons	103	
Tree Diseases	104	
Landscape Maintenance	105	
Civil Defense	106	
Disposition of Certain Property	107	
Fire Prevention	108	
Air Quality and Solid Waste	109	
False Alarms	112	
Solid Waste Disposal and Recycling Collect	113	
Swimming Pools	115	

Public Sanitation Facilities	116	
Drugs and Paraphernalia	117	
Barbiturate Drugs	118	
Glues and Related Substances	119	
Codeine Drugs	120	
Liquor Consumption Use or Display	121	
Sexually Oriented Businesses	127	
Trespass on Private Property	129	
Fire Department Service Charges	131	
Boats and Watercraft	701	
Snowmobiles	703	
Curfew	801	
Title 5 - Public Nuisance		
Public Nuisance	110	
Abandoned Motor Vehicles	114	
Junk Vehicles	123	
Noise	124	
Abatement of Exterior Public Nuisances	128	
Vehicle Towing	111	
Houses of Prostitution Public Nuisance	126	
Sites	130	
Vibration	NEW	
Title 6 - Lands and Buildings		
House Trailers	202	
Manufactured Home Parks	203	
Building and Lot Numbers	204	
Building Code	206	
Erosion Control	208	
Hazardous Buildings	210	
Subdivision	211	
Mining	212	
Fences	213	
Signs	214	
Signs Appendix A	214	
Storm Water Drainage Utility	216	
Conversion Condominium Registration	217	
Hazardous Waste Control	218	
Residential Rental Property Maintenance	220	
Fair Housing Practices	222	
Manufactured-Home Park Closings	223	
Stormwater Illicit Discharge Detection and	224	

Title 7 - Zoning		
Zoning	205	
R-1 One Family Dwelling	205.07	
R-2 2-Family Dwelling	205.08	
R-3 Multiple Dwelling	205.09	
R-4 Manufactured Homes	205.1	
Single Family Attached Dwellings	205.11	
P Public Facilities	205.12	
C-1 Commercial	205.13	
C-2 General Business	205.14	
C-3 General Shopping	205.15	
CR-1 General Office District	205.16	
M-1 Light Industrial District	205.17	
M-2 Heavy Industrial	205.18	
M-3 Heavy Industrial Outdoor Intensive	205.19	
M-4 Manufacturing Only	205.2	
PUD Planned Unit Development	205.21	
S-Special District	205.22	
S-1 Hyde Park	205.23	
S-2 Redevelopment	205.24	
S-3 Heavy Industrial Onaway	205.25	
O-Overlay	205.26	
O-1 Flood Plain Management Overlay Distr	205.27	
O-2 Critical Area	205.28	
O-4 Wetlands	205.29	
O-5 Telecommunications and Towers	205.30	
Telecom Appendix A	205.30	
O-6 Pre-1955 Residential Lots	205.31	
O-7 Shoreland Overlay District	205.32	
O-8 Transit Oriented Development	205.33	
O-TOD Appendix A	205.33	
O-TOD Appendix B	205.33	
Title 8 - Franchises, Utilities and Right-of-Way		
Water and Sewer Administration	402	
Sanitary Sewer Connections	403	
Gas Franchise	404	
Cable Television Franchise	405B	
Cable Communications Rates and Rate Cha	406	
Rights of Way Management	407	
Electric Franchises	408	
Title 9 - Public Ways and Places		

Highway Traffic Act	501	
Drivers Licenses	502	
Road Weight Restrictions	503	
Taxicabs	504	
Bicycle Registrations	505	
Vehicle Parking	506	
Municipal Swimming Beaches	507	
Parks and Parkways	508	
Tree Preservation	510	
Shopping Center Traffic	511	
Motor Vehicle Registration on Public Semi-	512	
In-line Skates	513	
Private Property Snow and Ice Removal	514	
Public Waters and Waterways	215	
Harris Pond Storm Water Improvement Pro	219	
Stonybrook Storm Water Improvement Pro	221	
Appendices		
Master list of ordinances		

STYLE GUIDE

FRIDLEY CITY CODE



Introduction

In 2020, the City Manager created the Recodification Coordinating Group (RCG) to begin recodification of the Fridley City Code (Code). Generally, the Code is a collection of ordinances adopted by the City Council and arranged into a common structure. Coupled with the City Charter, it also provides the foundation for nearly all municipal functions – it governs many of the procedures of the City, and many behaviors of residents and business owners.

Section 3.10 of the City Charter allows the City Council to rearrange, update and codify the Code, as necessary. Generally, recodification, or the process to rearrange the various ordinances of the City Council into a coherent system, helps the City ensure compliance with various laws, regulations and best practices. It also allows the City the opportunity to modify certain ordinance consistent with the vision of the City Council and City Manager.

This Style Guide (Guide) shall serve as a reference for staff assigned to review or update the various chapters of the Code. It also provides continuity with other style guides related to agendas, branding, minutes and other writing practices. The City Manager, or their designee, shall be responsible for ensuring style consistency throughout the Code.

Format and Structure

Uniformity in the Code is imperative to allow for quick reference and understandability among its readers. Consistent formatting is the first step in creating a thorough, accurate and user-friendly Code. This section of the Guide prescribes formatting and structural requirements for the Code.

Arrangement

The arrangement of the Code is fundamental in creating a sound organization of laws. Efficient organization through titles, chapters and sections makes the Code more understandable and therefore accessible to the public. To facilitate its fluidity, the Code must also anticipate future additions in its organizational structure.

The Code will be divided into titles, which are broad groupings of ordinances and are meant to establish the widest scope of a particular topic. Next, chapters within titles will be arranged in a way that establishes a narrower scope relating to more specific topics. Chapters may also be further divided into sections. Sections are the narrowest in scope within the Code, operate as separate units, and when taken together help form a larger regulatory framework.

Sequencing

In general, the sequential placement of Code sections in each chapter shall be arranged in the following manner:

1. Purpose statement;
2. Definitions;

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3. Substantive sections grouped in a logical pattern;
4. Reference to Fees Chapter;
5. Violations and penalties; and
6. Miscellaneous provisions (if needed).

Purpose

Each chapter of the Code should begin with a purpose statement. This is an opportunity for the City to convey a message about the intent of the Chapter and may help further articulate the section if it is not easily understood by the reader. However, the section does not negate the need for precise drafting of substantive provisions to which the statement relates. Plain language is best.

Definitions

A new chapter of the Code will be created to capture definitions that are applicable across multiple titles and chapters of the Code. An example would be the definition of "license" or "licensee," which would have the same meaning in the chapter on liquor licensing, and the chapter on animal control.

More specific definitions for a chapter shall be contained in a definition section of that chapter. For instance, in the Animal Control chapter of the code, it would be appropriate to have a definitions section where terms for beekeeping are defined. That definition would generally only be applicable to that chapter of the Code.

All definitions shall be alphabetized and not be numbered. Numbering alphabetized lists creates unnecessary clerical work and complicates Code management, most notably upon amendment. A list of definitions should be single spaced, indented .25" with one space between each definition. A sample of a definitions section:

510.10 Definitions

Apiary: The assembly of one or more colonies of bees on a single lot.

Apiary Site: The lot upon which an apiary is located.

Beekeeper. A person who owns or has charge of one or more colonies of honeybees or a person who owns or controls a lot on which a colony is located whether or not the person is intentionally keeping honeybees.

Beekeeping Equipment. Anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom board and extractors.

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Numbering Sections

The numbering of chapters and sections within the Code follows the decimal system for sequencing purposes. The Code is divided into eight titles, each containing a unique number of chapters. Chapter numbers in Title 1 will begin with 100, chapter numbers in Title 2 will begin with 200 and so on. This provides staff flexibility in adding new chapters to the Code.

Each chapter will contain sections. Section numbers may begin at one. In order to effectively reference certain chapters or sections of the Code, consider the fictional "Fridley City Code 501.10." In this example, the number to the left of the first decimal, "501", indicates the chapter number. That number, when coupled with the numbers to the right of the decimal, ".10" indicates the section number. "Fridley City Code 501.10" refers Chapter 501, Section 10.

Ordered Lists

An "ordered list" is a listing of text items with ascending alphanumeric characters to the left of each item. These characters establish an item's rank, hierarchy or grouping within the list. These characters also serve as sources – a means to reference each item among the list, or to easily cite the item in other sections of the Code.

List consistency is imperative in making the Code easy to understand and navigate. The Code shall follow the same ordering of lists throughout the entire Code. The following is a sample outline of the correct numbering for sections:

501.10 Sample Section

1. This is a subsection
2. Subsections are numbered and can be subdivided into paragraphs which:
 - (a) Are designated by a lowercase letter and parentheses;
 - (b) Are cited as "subparagraphs (a) and (b) of subsection 2 of Fridley City Code 501.10"; and
 - (c) Can be further subdivided into sub-subparagraphs which are:
 - (1) Designated by numerals in parentheses which are
 - (2) Cited as "sub-subparagraphs (1) and (2) of subparagraph (c) of paragraphs (2) of Fridley City Code 501.10"; and
 - (3) Can be further subdivided into sub-subparagraphs which are:
 - ((a)) Designated by a lowercase letter in double parentheses; and
 - ((b)) Cited as "sub-subparagraphs ((a)) and ((b)) of subparagraph (3) of paragraph (c) of subsection 2 of Fridley City Code 501.10."

Note that the section number begins left justified to the margin. Each subsequent list level moves the indentation in by 0.25 inches from the left alignment.

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Unordered Lists

An “unordered” or bulleted list establishes a listing of items with no rank or hierarchy and provide no means to reference each item. For this reason, bulleted lists shall not be used in the Code.

Exhibits

Code language can occasionally be aided with tables, graphs, maps, images, etc. These supplements should only be used if they increase the clarity of the objectives and intent of the section. When inserting an exhibit, label the exhibit as Exhibit 1, 2, 3, and on. If citing the exhibit in the Code use, “...as demonstrated by Exhibit 1 of Fridley City Code § 501.10...”

When inserting an exhibit there are proper formatting rules to follow. In the Code document insert the exhibit (image, table, etc.), right click on the exhibit. In the options, select “Wrap Text.” Then select “Top and Bottom.” This will ensure the text of the section does not wrap around the exhibit or create a thin column of text to the side of the exhibit. Above the exhibit, give it an exhibit number.

Diagrams and other images that will be inserted into a document must be a minimum of 72 dpi (dots per inch). If a map is included as an exhibit, a full-page size map is recommended. If an exhibit is inserted, it must be described in the preceding paragraph.

Style Consistency

For areas not more specifically addressed in this Guide, the Code shall follow requirements of The Associated Press (AP) Stylebook. A helpful reference for AP style may be found [here](#).

Language

The Code should be written so it reads as a clear and concise expression that carries full legislative intent. This is accomplished using plain and unambiguous language. Ordinances must be written in the present or future tense. Staff must avoid the use of “should” or “ought” as they are ambiguous and do not clearly denote a duty.

Statutory References

The Code will often refer to statutes, rules, or the City Charter. When referencing enabling legislation or rules:

- Statutes: spell out Minnesota Statutes (M.S.) § 13D.01 Subd. 2. In later references to the same statute you may write: M.S. § 13D.01 Subd. 2.
- Minnesota Rules: spell out Minnesota Rules (M.R.) § 1205.0100 Subp. 2. In later references to the same rule you may write: M.R. § 1205.0100 Subp. 2.
- City Code: Fridley City Code (Code) Chapter 102.02.
- City Charter: Fridley City Charter (Charter) § 3.02.

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Internal Citations

When appropriate, the use of internal citations within the Code will help tie together related provisions that exist in another section, chapter or title of the Code. The use of internal citations assists the reader in identifying related provisions that must be read in conjunction with others and serves as a guide for staff by alerting them to related sections that must also be amended to reflect changes. Internal references to subsections, paragraphs, etc. should be made in accordance with the organization and structure found above.

Internal references to other sections of the Code should be to "Fridley City Code § 501.10" and not to a particular ordinance. All internal citations should be hyperlinked to the applicable section of the Code.

The following examples illustrate the proper way to reference titles, chapters and sections of the Code:

- ...pursuant to Title 10 of the Fridley City Code...
- ...in accordance with Fridley City Code Chapter No. 501...
- ...as required by Fridley City Code § 501.10...
- ...as required by Fridley City Code §§ 501.10 and 501.11...
- ...pursuant to subsections 3 and 4 of the Fridley City Code § 501.10...
- ...in accordance with paragraphs (a) and (b) of subsection 3 of the Fridley City Code § 501.10.

Font and Typography

The official font for City communications is Segoe UI font, 11 point. The Code shall also refrain from using various forms of emphasis, specifically the use of bold, italics or underlined text.

Abbreviations, Acronyms and Contractions

Abbreviations and acronyms must benefit your readers by making written text simpler. Always spell out terms, common names and the proper name of an organization, project or document upon their first use. To make your writing more concise, you may use an abbreviation or acronym after the first time a term is used. For example, "The City of Fridley (City) is located at 7071 University Avenue N.E. City street improvements are scheduled..."

When referring to the City, call the organization the "City of Fridley (City)." Do not include any reference to the state (e.g., City of Fridley, Minnesota) and do not refer to the City as only "Fridley."

As a formal document, the Code shall not include any contractions or similar abbreviations.

Addresses

Use numerals for an address number. Spell out and capitalize First through Ninth in addresses when used as a street name. Use ordinal numbers for numbered street names of 10th and higher. Abbreviate compass points with all capitals and periods (e.g., N.W.; E.). Do not abbreviate avenue, boulevard, street or any other similar designation. For addresses within the City, do not include the city, state or zip code.

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Dates

Spell out the names of all months when used with dates: December 11, 2020. Avoid using hyphens with numerals (e.g., 12-11-2020) to communicate dates as they can confuse your reader on the order of the day and month. Do not use any ordinal dates (e.g., st, nd, rd or th). Do not abbreviate days of the week unless needed in a chart or table.

Delegated Authority

Unless otherwise required by an applicable law or regulation, the Code shall only delegate authority to the "City Manager, or their designee" and no other party or entity.

Gender

The Code will be written in gender neutral expressions. The easiest way to do this is to avoid the use of pronouns based on gender (e.g., they, their, them).

Layout and Margins

All documents are to be justified in their alignment and have a one-inch margin on each side.

Money and Numbers

Do not include unnecessary zeros in dollar amounts (e.g., use \$35; not \$35.00). For amounts less than one dollar, use figures and spell out and lowercase cents (e.g., 25 cents). For larger amounts use the \$ and the decimal system. For amounts more than \$1 million, use the dollar sign and numbers up to two decimal places (e.g., the project will cost \$5.25 million).

For any number under 10, spell out the number in lowercase (e.g., nine days). For any number over 10, use numerals (e.g., 12 days).

Punctuation

Avoid unnecessary capitalization. A proper noun is the formal, official or unique name of a specific person, place or thing and should always begin with a capital letter. A common noun is the name of a general class of people, places or things and should always begin with a lowercase letter.

When typing multiple sentences, use a single space after a period. When using quotation marks, question marks and periods go inside quotation marks; a question mark may go outside quotation marks if the whole sentence is a question.

Time

Use numerals except for noon and midnight to express time. Do not put a 12 in front of noon or midnight. Numerals showing the time should be followed by lowercase and periods for a.m. and p.m. Times on the

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hour do not require zeros (e.g., 11 a.m. and 11:30 a.m.). To save space, avoid redundancies such as "11 a.m. in the morning."

Web Links and Emails

The formatting standard for web links does not include the www. For example, when referring to the City's web site, use fridley.mn.gov. Email addresses are to be typed in all lowercase letters. For both, deactivate any links (i.e., underlined, blue text).

Questions

If you have questions about the information shared in this Guide, contact the City Clerk's Office.



AGENDA REPORT

Meeting Date: August 9, 2021

Meeting Type: City Council Conference Meeting

Submitted By: Walter T. Wysopal, City Manager

Title

Letter of Intent from the North Suburban Center for the Arts

Background

The North Suburban Center for the Arts (formerly Banfill-Locke Center for the Arts) has provided the City with a letter of intent to acquire Fire Station #3 located at 110 – 77th Way N.E. The North Suburban Center for the Arts is prepared to initiate preconstruction efforts to secure construction financing, design services and selection of sub-contractors for this property.

Financial Impact

None at this time.

Discussion

Review and discussion of the Letter of Intent provided by the North Suburban Center for the Arts.

Focus on Fridley Strategic Alignment

☒ Vibrant Neighborhoods & Places	☒ Community Identity & Relationship Building
☐ Financial Stability & Commercial Prosperity	☐ Public Safety & Environmental Stewardship
☐ Organizational Excellence	

Attachments and Other Resources

- Letter of Intent from the North Suburban Center for the Arts

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

NORTH SUBURBAN

CENTER FOR THE ARTS - at the Banfill-Locke House

Dear Mr. Wysopal:

The North Suburban Arts is hereby providing the City of Fridley with this letter of intent to acquire Fire Station #3 located at 110, 77th Way NE. We appreciate the time and assistance provided by your team in preparing our feasibility study, which lead to this letter. We are now prepared to initiate preconstruction efforts to secure construction financing, design services and selection of sub-contractors. We seek the consent of the Fridley City Council of our intent to redevelop the site for our new home. With the City's consent, we can proceed on our plans and gain the needed commitments necessary to complete the project.

The North Suburban Center for the Arts (formerly Banfill-Locke Center for the Arts) supports and encourages art and art appreciation regardless of age, background, skill level, or medium by providing art resources and new opportunities to the community. We serve the greater north suburban area, and our home has been in Fridley for the past 33 years. We believe a new location in the former fire station can lead to service improvements for the entire community and allow us to enrich Fridley residents through the arts. Furthermore, we see opportunity for a vibrant partnership with the City through collaboration and service delivery for many years to come.

Transaction Overview and Structure:

- **Owner:** City of Fridley, a Minnesota Municipal Corporation
- **Developer:** North Suburban Arts, a 501c3 nonprofit organization, currently located at 6666 E River Road.
- **Project:** Convert vacant fire station into a center for the arts with exhibition space, classrooms, offices, studios, and meeting rooms.
- **Acquisition:** Shall be by formal lease with option to purchase.
- **Costs, responsibilities and liabilities:** All such costs and liabilities related to project management, studies, planning, construction, maintenance and liability is fully born by the Developer
- **Insurance:** Developer shall provide adequate amounts of insurance for the project and hold the City harmless from liability in construction and operation.
- **Time frame:** Developer may begin activities on site effective September 1 and shall complete the project receiving a occupancy permit by June 1, 2022.
- Owner will not charge rent until occupancy has been achieved.
- A lease agreement, including rent and other terms shall be mutually agreed to prior to beginning rehabilitation.
- The lease agreement shall provide the Developer with a purchase option.

Thank you very much for your guidance through this process. I look forward to your hearing back from you.

Sincerely,

Abby Kosberg

North Suburban Center for the Arts

formerly known as the Banfill-Locke Center for the Arts

(763) 574-1850 | www.banfill-locke.org