



# Council Conference Meeting

February 12, 2024

5:30 PM

Fridley City Hall, 7071 University Avenue N.E.

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## Agenda

Pursuant to Minnesota Statute § 13.02 the February 12, 2024 meeting will be a hybrid meeting. Councilmember Bolkcom will be attending via Zoom from Av Camarón Sábalo 2121, Sábalo Country, 82100 Mazatlán, Mexico.

Virtual: <https://us06web.zoom.us/j/85863530433?pwd=HQ5Tc6hZdcbgEiou0Yr15kbJAiRMNQ.1>

Meeting ID: 858 6353 0433. Passcode: 187310. Call in: 312-626-6799.

- [1.](#) Update from Employee Resources Department
- [2.](#) Community Development Update
- [3.](#) Islamic University Special Use Permit Discussion
- [4.](#) 2023 Year End Review and 2024 Forecast of City Commissions
- [5.](#) Data Practices Policy Update

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Upon request, accommodation will be provided to allow individuals with disabilities to participate in any City of Fridley services, programs, or activities. Hearing impaired persons who need an interpreter or other persons who require auxiliary aids should contact the City at (763) 572-3450.



# AGENDA REPORT

**Meeting Date:** February 12, 2024

**Meeting Type:** City Council Conference Meeting

**Submitted By:** Becca Hellegers, Director of Employee Resources

## Title

Update from Employee Resources Department

## Background

Staff will provide Council with an update on new City employees.

Staff will also discuss a new leadership development program offered for City employees called "Emerge." This program aims to provide a platform for personal and professional growth, developing and improving leadership and core skills to help improve relationships, collaboration, decision making and problem solving, communication, and other skills necessary to navigate the challenges of leadership in our dynamic organization.

## Financial Impact

Included in the budget.

## Focus on Fridley Strategic Alignment

- |  |   |
|--|---|
| <input type="checkbox"/> Vibrant Neighborhoods & Places              | <input type="checkbox"/> Community Identity & Relationship Building |
| <input type="checkbox"/> Financial Stability & Commercial Prosperity | <input type="checkbox"/> Public Safety & Environmental Stewardship  |
| <input checked="" type="checkbox"/> Organizational Excellence        |   |

## Vision Statement

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





# AGENDA REPORT

**Meeting Date:** February 12, 2024

**Meeting Type:** City Council Conference Meeting

**Submitted By:** Scott Hickok, Community Development Director  
Stacy Stromberg, Planning Manager

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## Title

Community Development Update

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## Background

Staff will update the Council on the building, planning and rental division activities and changes in 2024.

## Vision Statement

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



# AGENDA REPORT

**Meeting Date:** February 9, 2024

**Meeting Type:** City Council Conference Meeting

**Submitted By:** Scott Hickok, Community Development Director

## Title

Islamic University Special Use Permit Discussion

## Background

In March of 2013, the City Council approved a special use permit for the Islamic University to occupy the former building.

## Financial Impact

Absorbed

## Recommendation

Staff recommends that Council be present to engage in a discussion of the history of the Special Use Permit and the prospect of revisiting the terms of that document.

## Focus on Fridley Strategic Alignment

<input checked="" type="checkbox"/> Vibrant Neighborhoods & Places	<input checked="" type="checkbox"/> Community Identity & Relationship Building
<input type="checkbox"/> Financial Stability & Commercial Prosperity	<input type="checkbox"/> Public Safety & Environmental Stewardship
<input type="checkbox"/> Organizational Excellence	

## Attachments and Other Resources

- Special Use Permit

## Vision Statement

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



Community Development Department  
City of Fridley  
6431 University Avenue NE  
Fridley MN 55432  
763.572.3592  
Fax: 763.571.1287  
[www.ci.fridley.mn.us](http://www.ci.fridley.mn.us)

### SPECIAL USE PERMIT APPLICATION FOR:

Residential \_\_\_\_\_ Commercial/Industrial/Multi-Family X

#### Property Information

Address: 6831 Highway 65 NE, Fridley MN 55432  
Anoka County Property Identification Number (PIN #): See attached legal description  
Legal Description: \_\_\_\_\_  
Current Zoning: R3 Square footage of Parcel: \_\_\_\_\_

#### Reason for Special Use Permit (one sentence summary, please attached full description)

Please see attached exhibit B (Reason for Permit)

#### Fee/Property Owner Information (as it appears on property title)

**\*\*Fee owner must sign this form prior to processing**

Name (please print): Bridgewater Bank/John Haertzen  
Mailing address: 3800 American Blvd West # 100  
City: Bloomington State: MN Zip code: 55431  
Daytime Phone: 952-893-6854 Fax Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ E-mail address: John@bridgewaterbankmn.com

Signature/Date: X JD 3802 - EHP BRIDGEWATER BANK

#### Petitioner Information

Company Name (please print): Medina Realty, INC  
Contact Person's Name (please print): SAMER ALAMY  
Mailing address: 4930 Pennine Pass NE  
City: Columbia Heights State: MN Zip code: 55421  
Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Cell Phone: (763) 639-6666 E-mail address: samer\_alamy@hotmail.com

Signature/Date: Samer Alamy 01/17/13

#### FOR OFFICE USE ONLY

##### Fees

\$1,000 - R-1, Single Family Residential \_\_\_\_\_

\$1,500 - Commercial/Industrial/Multi-Family Residential X

Application Number: SP 13-02 Receipt #: \_\_\_\_\_ Received By: \_\_\_\_\_

Application Date: 1-18-13

15 Day Application Complete Notification Date: 2-1-13

Scheduled Planning Commission Date: 2-20-13

Scheduled City Council Date: 3-11-13

60 Day Date: 3-18-13

60 Day Extension Date: 5-16-13



FRIDLEY MUNICIPAL CENTER • 6431 UNIVERSITY AVE. N.E. FRIDLEY, MN 55432  
(763) 571-3450 • FAX (763) 571-1287 • WWW.CI.FRIDLEY.MN.US

January 30, 2013

Medina Realty, Inc.  
Attn: Samer Alamy  
4930 Pennine Pass NE  
Columbia Heights MN 55421

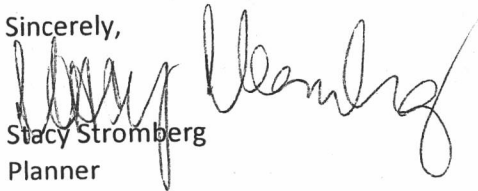
Dear Mr. Alamy:

Per Minnesota Statute 15.99, local government units are required to notify land use applicants within 15 working days if their land use applications are complete. We officially received your application for a Special Use Permit on January 18, 2013. This letter serves to inform you that your application is complete.

Your Special Use Permit application hearing and discussion will take place at the City of Fridley Planning Commission Meeting on February 20, 2013 at 7:00 P.M. in the City Council Chambers at 6431 University Avenue. The City of Fridley City Council is scheduled to take final action on your Special Use Permit on March 11, 2013 at 7:30 P.M. Please plan to be in attendance at both of the above referenced meetings.

If you have any questions regarding this letter or the process, please feel free to contact me at 763-572-3595.

Sincerely,



Stacy Stromberg  
Planner

cc: Bridgewater Bank  
Attn: John Hoertzen  
3800 American Blvd. West #100  
Bloomington MN 55431

**City of Fridley**

(Official Publication)

**PUBLIC HEARING  
BEFORE THE**

**PLANNING COMMISSION**

Notice is hereby given that there will be a public hearing of the Fridley Planning Commission at the Fridley Municipal Center, 6431 University Avenue N.E. on February 20, 2013, at 7:00 p.m. for the purpose of:

Consideration of a Special Use Permit, SP #13-02, by Medina Realty Inc., Samer Alamy on behalf of the Islamic University of Minnesota, to allow a private school use with worship space at the building located at 6831 Highway 65 NE.

Legal description is as follows: Lot 1, Block 1, Harstad Addition, according to the map or plat on file and of record

in the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The South 95 feet of the north 285 feet, front and rear of Lots 14 and 15, except the west 22 feet of the south 95 feet of the north 285 feet of Lot 14, "Brookview" Addition, Anoka County, Minnesota.

AND

Outlot 1, Harstad Addition, according to the map or plat on file and of record on the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The south 150 feet of Lot 18, Brookview, Anoka County, Minnesota.

Torrens Property

Certificates of Title Nos. 28740, 62974, and 33650.

Any and all persons desiring to be heard shall be given an opportunity at the above stated time and place. Any questions related to this item may be referred to Stacy Stromberg, Planner, at 763-572-3595.

Hearing impaired persons planning to attend who need an interpreter or other persons with disabilities who require auxiliary aids should contact Roberta Collins at 763-572-3500 no later than February 13, 2013. The TDD number is 763-572-3534.

The proposed City Council meeting date for this item will be on March 11, 2013. \*This date is subject to change depending on the outcome of the Planning Commission meeting. Please confirm City Council date prior to attending the City Council meeting.

DAVID KONDRICK  
CHAIR  
PLANNING COMMISSION

(Feb. 7, 2013) F2-SP#13-02

PUBLIC HEARING  
BEFORE THE  
PLANNING COMMISSION

Item 3.

Notice is hereby given that there will be a public hearing of the Fridley Planning Commission at the Fridley Municipal Center, 6431 University Avenue N.E. on **February 20, 2013, at 7:00 p.m.** for the purpose of:

Consideration of a Special Use Permit, SP #13-02, by Medina Realty Inc., Samer Alamy on behalf of the Islamic University of Minnesota, to allow a private school use with worship space at the building located at 6831 Highway 65 NE.

Legal description is as follows: Lot 1, Block 1, Harstad Addition, according to the map or plat on file and of record in the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The South 95 feet of the north 285 feet, front and rear of Lots 14 and 15, except the west 22 feet of the south 95 feet of the north 285 feet of Lot 14, "Brookview" Addition, Anoka County, Minnesota.

AND

Outlot 1, Harstad Addition, according to the map or plat on file and of record on the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The south 150 feet of Lot 18, Brookview, Anoka County, Minnesota.

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The proposed City Council meeting date for this item will be on **March 11, 2013. \*This date is subject to change depending on the outcome of the Planning Commission meeting. Please confirm City Council date prior to attending the City Council meeting.**

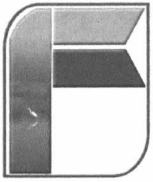
DAVID KONDRICK  
CHAIR  
PLANNING COMMISSION

Publish: February 7, 2013

**CITY OF FRIDLEY  
PUBLIC HEARING NOTICE  
BEFORE THE PLANNING COMMISSION**

<b>TO:</b>	All property owners/residents within 350 feet of property generally located at 6831 Highway 65.
<b>CASE NUMBER:</b>	Special Use Permit, SP 13-02
<b>APPLICANT:</b>	Medina Realty Inc., Samer Alamy on behalf of the Islamic University of Minnesota. Petitioner or representative must attend the Planning Commission meeting.
<b>PURPOSE:</b>	To allow a private school use with worship space.
<b>LOCATION OF PROPERTY AND LEGAL DESCRIPTION:</b>	6831 Highway 65  Legal description is as follows: Lot 1, Block 1, Harstad Addition, according to the map or plat on file and of record in the Office of the Registrar of Titles, Anoka County, Minnesota. AND The South 95 feet of the north 285 feet, front and rear of Lots 14 and 15, except the west 22 feet of the south 95 feet of the north 285 feet of Lot 14, "Brookview" Addition, Anoka County, Minnesota. AND Outlot 1, Harstad Addition, according to the map or plat on file and of record on the Office of the Registrar of Titles, Anoka County, Minnesota. AND The south 150 feet of Lot 18, Brookview, Anoka County, Minnesota. Torrens Property Certificates of Title Nos. 28740, 62974, and 33650.
<b>DATE AND TIME OF HEARING:</b>	<b>Planning Commission Meeting:</b> <b>Wednesday, February 20, 2013, 7:00 p.m.</b> The Planning Commission Meetings are televised live the night of the meeting on Channel 17.
<b>PLACE OF HEARING:</b>	Fridley Municipal Center, City Council Chambers 6431 University Avenue N.E., Fridley, MN.
<b>HOW TO PARTICIPATE:</b>	1. You may attend hearings and testify. 2. You may send a letter before the hearing to Julie Jones, Planning Coordinator, at 6431 University Avenue N.E., Fridley, MN 55432 or FAX at 763-571-1287.
<b>SPECIAL ACCOMODATIONS:</b>	Hearing impaired persons planning to attend who need an Interpreter or other persons with disabilities who require auxiliary aids should contact Roberta Collins at 763-572-3500 no later than February 13, 2013. The TDD # is 763-572-3534.
<b>ANY QUESTIONS:</b>	Contact Stacy Stromberg, Planner, at 763-572-3595.
<b>* PROPOSED CITY COUNCIL MEETING DATE:</b>	The proposed City Council meeting Date for this item will be <b>Monday, March 11, 2013. *This date is subject to change depending on the outcome of the Planning Commission meeting. Please confirm City Council date prior to attending City Council meeting.</b>

Publish: February 7, 2013



**CITY OF  
FRIDLEY**

# Community Development Department Public Hearing Notice



#### SOURCES

Fridley Engineering  
Fridley GIS  
Anoka County GIS

**Special Use Permit Request, SP #13-02**  
**Petitioner: Medina Realty Inc.**  
**Address: 6831 Hwy 65 NE**

Map Date: January 28, 2013





TORKELSON CAROL J  
6800 BROOKVIEW DR NE  
FRIDLEY, MN 55432-0000

HANSON TRUSTEE DEBRA & HANSON TRUST  
6850 BROOKVIEW DR NE  
FRIDLEY, MN 55432-0000

*Schroeder* ALAN R & CLARA C  
6796 BROOKVIEW DR NE  
FRIDLEY, MN 55432-0000

LUCIA LANE APARTMENTS LLC  
2520 COON RAPIDS BLVD #120  
COON RAPIDS, MN 55433-0000

NOEL EDGAR A  
6860 BROOKVIEW DR NE  
FRIDLEY, MN 55432-0000

SHIMMON BRYCE & MARCELLA  
6810 BROOKVIEW DR NE  
FRIDLEY, MN 55432-0000

NORTH AIR HOME ASSOCIATION  
6831 HWY 65 NE  
FRIDLEY, MN 55432-0000

MARQUARDT SHERYL A  
6864 CHANNEL RD NE  
FRIDLEY, MN 55432-0000

ALLARD MATTHEW  
6830 BROOKVIEW DR NE  
FRIDLEY, MN 55432-4512

HELLERUD TRACIE J  
6820 BROOKVIEW DR NE  
FRIDLEY, MN 55432-0000

DAHL RUBY  
1660 COUNTY ROAD 146  
HOLYOKE, MN 55749

HARDY ADAM C & CYNTHIA L  
6845 CHANNEL RD NE  
FRIDLEY, MN 55432-0000

BENSON JOHN B & NANCY J  
6830 CHANNEL RD NE  
FRIDLEY, MN 55432-0000

TWO PC PARTNERSHIP  
6875 HIGHWAY 65 NE  
FRIDLEY, MN 55432-0000

NORTH AIR HOME ASSOCIATION  
6831 HIGHWAY 65 NE  
FRIDLEY, MN 55432-0000

STUBBS JAMES E & JUDY A  
6846 CHANNEL RD NE  
FRIDLEY, MN 55432-0000

HOGENSON ROGER D  
6870 CHANNEL RD NE  
FRIDLEY, MN 55432-0000

WILSON CHRISTINE  
6875 CHANNEL RD NE  
FRIDLEY, MN 55432-0000

BROUILLARD SCOTT G  
6816 CHANNEL RD NE  
FRIDLEY, MN 55432-0000

TRANBY STEVEN R & JANET MARIE  
6790 BROOKVIEW DR NE  
FRIDLEY, MN 55432-0000

NORTH AIR HOME ASSOC  
6831 NE HWY 65  
FRIDLEY, MN 55432-0000

GOULD GLENN C  
6854 CHANNEL RD NE  
FRIDLEY, MN 55432-0000

PETRY LARRY N & HUI C  
6700 CHANNEL RD NE  
FRIDLEY, MN 55432-0000

SWANSON CARL J & ADELE M  
6663 LUCIA LN NE  
FRIDLEY, MN 55432-0000

LEHMER JASON  
6840 BROOKVIEW DR NE  
FRIDLEY, MN 55432-0000

RIDGLEY JOAN  
6876 CHANNEL RD NE  
FRIDLEY, MN 55432-0000

FRIDLEY CITY OF  
6431 UNIVERSITY AVE NE  
FRIDLEY, MN 55432-0000

BORNTRAGER GARRET  
6810 CHANNEL RD NE  
FRIDLEY, MN 55432-0000

ASPLUND MILDRED A  
6881 CHANNEL RD  
FRIDLEY, MN 55432-0000

**Exhibit A**  
**(Legal Description)**

Lot One (1), Block One (1), Harstad Addition, according to the map or plat on file and of record in the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The South ninety-five (95) feet of the North Two Hundred eighty-five (285) feet, front and rear of Lots Fourteen (14) and Fifteen (15), except the West twenty-two (22) feet of the South ninety-five (95) feet of the North Two Hundred eighty-five (285) feet of Lot Fourteen (14), "Brookview" Addition, Anoka County, Minnesota.

AND

Outlot One (1), Harstad Addition, according to the map or plat on file and of record in the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The South 150 feet of Lot Eighteen (18), Brookview, Anoka County, Minnesota.

Torrens Property

Certificates of Title Nos. 28740, 62974, and 33650

4 parcels

yellow - .28

blue - .17

pink - 2.06

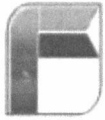
purple - .18

total 2.69 acres

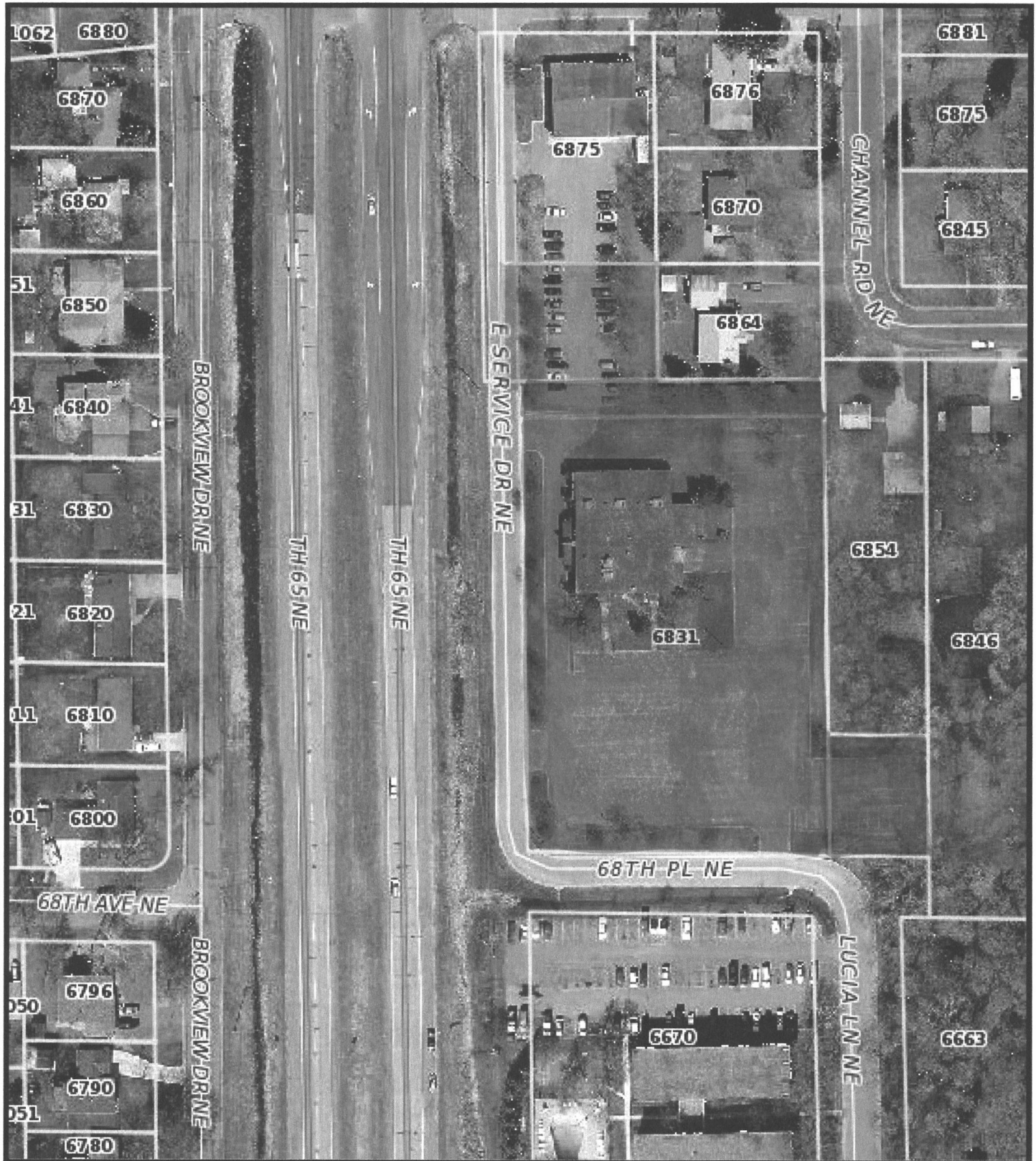
or 117,176 sq ft

Brookview Addition - 1939

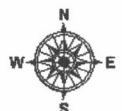
Harstad addition - 1963



# SP #13-02 - Legal Description Map



Disclaimer: This information is being distributed as demonstration data only. You should not use the data for any other purposes at this time. This information is to be used for reference purposes only.  
 Copyright © 2013 City of Fridley, All Rights Reserved



# Development Review Committee Worksheet

**Address:** 6831 Hwy 65

**Land Use Case:** SP #13-02

- ☐ Paul Bolin
- ☐ John Crelly
- ☐ Kay Qualley
- ☐ Scott Hickok

- ☐ Dave Jensen
- ☐ Julie Jones
- ☐ Ron Julkowski

- ☐ Jim Kosluchar
- ☐ Layne Otteson
- ☐ Mary Smith
- ☒ Stacy Stromberg

## Planning Issues:

- ☐ Setbacks
- ☐ Lot coverage
- ☐ Allowable square footage
- ☐ Height
- ☐ Landscape
- ☐ Hardship statement/narrative
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Building Issues:

- ☐ 2007 State Building Code
- ☐ Need signed plans
- ☐ SAC Units
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Engineering Issues:

- ☐ Drainage
- ☐ Utilities
- ☐ Curbing requirements
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Fire Issues:

- ☐ Truck access
- ☐ Sprinkler requirements
- ☐ Hydrant location
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Stipulations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Comments:

minaret - call to prayer (4 times a day) do they have?  
 current location?  
 age of kids?  
 9, 12, 17 bldg.

\* need # of areas - sketch plans

**Name:** \_\_\_\_\_

**Date:** 1/29/13

private school  
vs.  
assembly

bldg. use  
change  
- all bldg.  
codes  
will need  
to be met.

need  
an architect  
- do they  
have?



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**Engineering Issues:**

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- \_\_\_\_\_
- \_\_\_\_\_

**Fire Issues:**

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- ☐ Hydrant location
- ☐ \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Stipulations:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Comments:**

- 1 CLASSROOMS
- 3 OFFICES
- WEEKEND CLASSES ON-SITE
- WEEK DAY

**Name:**

*[Signature]*

**Date:**

1/29/13

## Development Review Committee Worksheet

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- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**Fire Issues:**

- ☐ Truck access
- ☐ Sprinkler requirements
- ☐ Hydrant location
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**Stipulations:**

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**Comments:**

Ask age of Student body.  
 Ask size of classes.  
 Ask if they will have an audible chant/prayer minister outside.  
 What is size of worship congregation?  
 Warn them that they need to hire an architect

**Name:**

Julie Jones

**Date:**

1-29-13



## Development Review Committee Worksheet

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☒ Ron Julkowski

☐ Jim Kosluchar  
☒ Layne Otteson  
☒ ~~Mary Smith~~ Pat m  
☒ Stacy Stromberg  
☒ Brian W PD

**Planning Issues:**

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- ☐ \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Building Issues:**

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- ☐ \_\_\_\_\_
- \_\_\_\_\_

**Engineering Issues:**

- ☐ Drainage
- ☐ Utilities
- ☐ Curbing requirements
- ☐ \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Fire Issues:**

- ☐ Truck access
- ☒ Sprinkler requirements *Need Full Coverage*
- ☒ Hydrant location *Fire Sigs System*
- ☐ \_\_\_\_\_

*Need to Verify if adequate*

**Stipulations:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Comments:**

- ① Change of Use - Architect Shall do a Code Analysis. Worship / office / Class Room /
- ② \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Name:**

*John Crelly*

**Date:**

*1/29/13*

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- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Stipulations:

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## Comments:

Scott suggests they meet with DRC to answer questions from staff. DRC would like sq ft of proposed rooms and an informal floor plan... draft information.

---



---

**Name:**

*Pat D. Magh*

**Date:**

1-29-13



## Development Review Committee Worksheet

**Address:** 6831 Hwy 65

**Land Use Case:** SP #13-02

- ☐ Paul Bolin
- ☐ John Crelly
- ☐ Kay Qualley
- ☐ Scott Hickok

- ☐ Dave Jensen
- ☒ Julie Jones
- ☒ Ron Julkowski

- ☐ Jim Kosluchar
- ☐ Layne Otteson
- ☐ Mary Smith
- ☐ Stacy Stromberg

**Planning Issues:**

- ☐ Setbacks
- ☐ Lot coverage
- ☐ Allowable square footage
- ☐ Height
- ☐ Landscape
- ☐ Hardship statement/narrative
- ☐ \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Building Issues:**

- ☐ 2007 State Building Code
- ☐ Need signed plans
- ☐ SAC Units
- ☐ \_\_\_\_\_
- \_\_\_\_\_

**Engineering Issues:**

- ☐ Drainage
- ☐ Utilities
- ☐ Curbing requirements
- ☐ \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Fire Issues:**

- ☐ Truck access
- ☐ Sprinkler requirements
- ☐ Hydrant location
- ☐ \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Stipulations:**

NEED CODE REVIEW - CHANGE OF USE  
AND OCCUPANCY.

**Comments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Name:** R. Julkowski **Date:** 1-29-13

## Development Review Committee Worksheet

**Address:** 6831 Hwy 65

**Land Use Case:** SP #13-02

- ☐ Paul Bolin
- ☐ John Crelly
- ☒ Kay Qualley
- ☐ Scott Hickok

- ☐ Dave Jensen
- ☐ Julie Jones
- ☐ Ron Julkowski

- ☐ Jim Kosluchar
- ☐ Layne Otteson
- ☐ Mary Smith
- ☐ Stacy Stromberg

**Planning Issues:**

- ☐ Setbacks
- ☐ Lot coverage
- ☐ Allowable square footage
- ☐ Height
- ☐ Landscape
- ☐ Hardship statement/narrative
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**Building Issues:**

- ☐ 2007 State Building Code
- ☐ Need signed plans
- ☐ SAC Units
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**Engineering Issues:**

- ☐ Drainage
- ☐ Utilities
- ☐ Curbing requirements
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**Fire Issues:**

- ☐ Truck access
- ☐ Sprinkler requirements
- ☐ Hydrant location
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**Stipulations:**

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**Comments:**

Impact is uncertain.

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---



---

**Name:**

*Kay M. Qualley*

**Date:**

1/29/13



## Development Review Committee Worksheet

**Address:** 6831 Hwy 65

**Land Use Case:** SP #13-02

- ☒ Paul Bolin  
☐ John Crelly  
☐ Kay Qualley  
☐ Scott Hickok

- ☐ Dave Jensen  
☐ Julie Jones  
☐ Ron Julkowski

- ☐ Jim Kosluchar  
☐ Layne Otteson  
☐ Mary Smith  
☐ Stacy Stromberg

**Planning Issues:**

- ☐ Setbacks  
☐ Lot coverage  
☐ Allowable square footage  
☐ Height  
☐ Landscape  
☐ Hardship statement/narrative  
☐ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Building Issues:**

- ☐ 2007 State Building Code  
☐ Need signed plans  
☐ SAC Units  
☐ \_\_\_\_\_  
 \_\_\_\_\_

**Engineering Issues:**

- ☐ Drainage  
☐ Utilities  
☐ Curbing requirements  
☐ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Fire Issues:**

- ☐ Truck access  
☐ Sprinkler requirements  
☐ Hydrant location  
☐ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Stipulations:**

*-get more information*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Name:**

*Paul Bolin*

**Date:**

*1/29/13*

## Development Review Committee Worksheet

**Address:** 6831 Hwy 65

**Land Use Case:** SP #13-02

- ☐ Paul Bolin
- ☐ John Crelly
- ☐ Kay Qualley
- ☐ Scott Hickok

- ☒ Dave Jensen
- ☐ Julie Jones
- ☐ Ron Julkowski

- ☐ Jim Kosluchar
- ☐ Layne Otteson
- ☐ Mary Smith
- ☐ Stacy Stromberg

**Planning Issues:**

- ☐ Setbacks
- ☐ Lot coverage
- ☐ Allowable square footage
- ☐ Height
- ☐ Landscape
- ☐ Hardship statement/narrative
- ☐ \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Building Issues:**

- ☐ 2007 State Building Code
- ☐ Need signed plans
- ☐ SAC Units
- ☐ \_\_\_\_\_
- \_\_\_\_\_

**Engineering Issues:**

- ☐ Drainage
- ☐ Utilities
- ☐ Curbing requirements
- ☐ \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Fire Issues:**

- ☐ Truck access
- ☐ Sprinkler requirements
- ☐ Hydrant location
- ☐ \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Stipulations:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Comments:**

160 Stacks  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Name:**

*[Signature]*

**Date:**

1/29/13

**Stromberg, Stacy**

**From:** Samer Alamy [samer\_alamy@hotmail.com]  
**Sent:** Wednesday, January 23, 2013 2:20 PM  
**To:** Stromberg, Stacy  
**Subject:** RE: 6831 highway 65ne

Stacy,

There are a total of 160 students enrolled in the university system. All classes are currently held on Sat. / Sun (for live classroom). They currently have 4 classrooms and will not go any higher. A total of 3 administrative offices. The worship place will most likely be in the ballroom. The restaurant/Bar are will be removed to make room for offices. Classrooms will most likely be in the lower level. I hope this answers your questions. If additional information is needed, please let me know.

Best regards;  
 Samer Alamy  
[samer\\_alamy@hotmail.com](mailto:samer_alamy@hotmail.com)

---

**From:** [StrombergS@ci.fridley.mn.us](mailto:StrombergS@ci.fridley.mn.us)  
**To:** [samer\\_alamy@hotmail.com](mailto:samer_alamy@hotmail.com)  
**Subject:** RE: 6831 highway 65ne  
**Date:** Tue, 22 Jan 2013 17:12:44 +0000


Samer,

Thank you for your e-mail and special use permit submittal package.

I was wondering if you could provide me with some additional information about the inside of the building and the school. From what Julie Jones has told me, it's an "on-line" school, so many of the students won't be coming to the facility for classes. Is that correct? If so, can you expand on that?

Also, how much square footage of the building is going to be used for worship space, office space, classroom space, etc.

Thank you,

**Stacy Stromberg** | Planner | City of Fridley | 6431 University Avenue N.E.  
 Fridley, MN 55432 | p. 763.572.3595 | f. 763.571.1287 | [www.ci.fridley.mn.us](http://www.ci.fridley.mn.us)  
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---

**From:** samer\_alamy [[mailto:samer\\_alamy@hotmail.com](mailto:samer_alamy@hotmail.com)]  
**Sent:** Friday, January 18, 2013 7:44 AM  
**To:** Stromberg, Stacy  
**Subject:** 6831 highway 65ne

Stacy  
 Attached is the site plan we have

Regards  
 Samer Alamy

footage of the worship space? Also what is the square footage of all other spaces. This is used to determine if you have enough parking on site and to understand how you will use the building.

Item 3.

- What are the ages of the kids that will be using the university?
- Do you offer on-line classes and on-site classes only on Saturdays and Sundays?
- When is the worship times? And what other days/times are there expected to be gatherings?
- Will you have a minaret?
- Do you have an existing location?
- Our Building Official mentioned that this will be a change in use for the building, so you will be required to meet all building code requirements. If you haven't already, it's important that you hire an architect.

If you can get me the above mentioned items by tomorrow, we will consider your special use permit application complete. If I don't have everything by tomorrow, I will need to return your application and you will need to re-submit. The next application deadline is February 15<sup>th</sup>, which would put you to the Planning Commission on March 20<sup>th</sup> and the City Council on April 8<sup>th</sup>.

Please let me know if you have any questions.

**Stacy Stromberg** | Planner | City of Fridley | 6431 University Avenue N.E.

Fridley, MN 55432 | p. 763.572.3595 | f. 763.571.1287 | [www.ci.fridley.mn.us](http://www.ci.fridley.mn.us)

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---

**From:** Samer Alamy [[mailto:samer\\_alamy@hotmail.com](mailto:samer_alamy@hotmail.com)]  
**Sent:** Saturday, January 26, 2013 8:12 PM  
**To:** Stromberg, Stacy  
**Subject:** 6831 Hwy 65 NE Special Use Permit signed by Bldg. Owner

Hello Stacy,  
Please see attached signed application by building owner "Bridgewater Bank"

Best regards;  
Samer Alamy  
[samer\\_alamy@hotmail.com](mailto:samer_alamy@hotmail.com)



**Stromberg, Stacy**

**From:** Samer Alamy [samer\_alamy@hotmail.com]  
**Sent:** Tuesday, February 12, 2013 8:28 PM  
**To:** Stromberg, Stacy  
**Subject:** RE: 6831 Hwy 65 NE Special Use Permit signed by Bldg. Owner

---

**From:** Stacy.Stromberg@fridleymn.gov  
**To:** samer\_alamy@hotmail.com  
**Subject:** FW: 6831 Hwy 65 NE Special Use Permit signed by Bldg. Owner  
**Date:** Tue, 12 Feb 2013 18:06:12 +0000

Hi Samer,

Just checking in on my question below as I haven't heard back from you.

IUMN has not seen any agreements for the north parking lot with our neighbor. We will have to see the agreement before we can make any judgement.

I also have a few more questions and if possible would like the answers by tomorrow as that is when your staff report is due.

Do you know how long the building has been vacant or not utilized by the Knights of Columbus?  
 As far as we know, no activities within the uilding has taken place since the listing became ative.

What is a maximum amount of people you would expect to have at your worship service on Fridays? I am correct is saying that this would be when your site is utilized the most?

That will be determined by the fire chief (max occupancy), the available parking stalls. My best estimate would be 150-300 for the Friday prayer.

How many parking stalls are on site?

Without the north parking area, ther are 134 parking stalls.

Thank you,

**Stacy Stromberg** | Planner | City of Fridley | 6431 University Avenue N.E.  
 Fridley, MN 55432 | p. 763.572.3595 | f. 763.571.1287 | [www.ci.fridley.mn.us](http://www.ci.fridley.mn.us)

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---

**From:** Stromberg, Stacy  
**Sent:** Tuesday, February 05, 2013 1:19 PM  
**To:** 'Samer Alamy'  
**Subject:** RE: 6831 Hwy 65 NE Special Use Permit signed by Bldg. Owner

Hi Samer,

In reviewing the properties legal description, it looks like the parking lot for the adjacent business to the north will be part of the Islamic University's land once the property is closed on. Do you know if there is a parking agreement that is or will be filed to allow the continued use of the parking lot?

Thanks,

**Stromberg, Stacy**

**From:** Samer Alamy [samer\_alamy@hotmail.com]  
**Sent:** Tuesday, February 12, 2013 8:29 PM  
**To:** Stromberg, Stacy  
**Subject:** RE: 6831 Hwy 65 NE Special Use Permit signed by Bldg. Owner

The plan is to have up to 3 offices. Each would be a normal size office of 12x15

---

**From:** Stacy.Stromberg@fridleymn.gov  
**To:** samer\_alamy@hotmail.com  
**Subject:** FW: 6831 Hwy 65 NE Special Use Permit signed by Bldg. Owner  
**Date:** Tue, 12 Feb 2013 18:24:46 +0000

Sorry, lastly, what is the size of the office area?

**Stacy Stromberg** | Planner | City of Fridley | 6431 University Avenue N.E.  
 Fridley, MN 55432 | p. 763.572.3595 | f. 763.571.1287 | [www.ci.fridley.mn.us](http://www.ci.fridley.mn.us)

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---

**From:** Stromberg, Stacy  
**Sent:** Tuesday, February 12, 2013 12:06 PM  
**To:** 'Samer Alamy'  
**Subject:** FW: 6831 Hwy 65 NE Special Use Permit signed by Bldg. Owner

Hi Samer,

Just checking in on my question below as I haven't heard back from you.

I also have a few more questions and if possible would like the answers by tomorrow as that is when your staff report is due.

Do you know how long the building has been vacant or not utilized by the Knights of Columbus?

What is a maximum amount of people you would expect to have at your worship service on Fridays? I am correct is saying that this would be when your site is utilized the most?

How many parking stalls are on site?

Thank you,

**Stacy Stromberg** | Planner | City of Fridley | 6431 University Avenue N.E.  
 Fridley, MN 55432 | p. 763.572.3595 | f. 763.571.1287 | [www.ci.fridley.mn.us](http://www.ci.fridley.mn.us)

 Please consider the environment before printing this email.

---

**From:** Stromberg, Stacy  
**Sent:** Tuesday, February 05, 2013 1:19 PM  
**To:** 'Samer Alamy'  
**Subject:** RE: 6831 Hwy 65 NE Special Use Permit signed by Bldg. Owner



**Stromberg, Stacy**

---

**From:** Smith, Mary  
**Sent:** Wednesday, February 13, 2013 9:07 AM  
**To:** Stromberg, Stacy  
**Subject:** RE: square footage

*Our records show main floor area of 8,570 with basement area of 4410 sf*

*Mary*

*Mary M. Smith S.A.M.A.  
Assessor ~ City of Fridley  
6431 University Ave NE  
Fridley, MN 55432  
☎ 763.572.3537  
Fax: 763.571.1287  
mary.smith@fridleymn.gov*

---

**From:** Stromberg, Stacy  
**Sent:** Wednesday, February 13, 2013 8:40 AM  
**To:** Smith, Mary  
**Subject:** square footage

Hi Mary,

Do you know the square footage of the old KC Hall building?

Thanks!

**Stacy Stromberg** | Planner | City of Fridley | 6431 University Avenue N.E.  
Fridley, MN 55432 | p. 763.572.3595 | f. 763.571.1287 | [www.ci.fridley.mn.us](http://www.ci.fridley.mn.us)

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**Stromberg, Stacy**

---

**From:** Marty Fisher [mfisher@premiercommercialproperties.com]  
**Sent:** Wednesday, February 13, 2013 7:47 AM  
**To:** Stromberg, Stacy  
**Cc:** Dina Erickson  
**Subject:** RE: 6831 Hwy 65 Kights of Columbus

Per your request, these are approximate numbers

Womens restroom 9' x 17' womens lounge 9' x 10'

Mens restroom 9' x 17'

Coat room 9' x 10'

Foyer 15' x 19'

Kitchen (main) 20' x 24'

Kitchen storage 14' x 20'

Storage off ballroom 12' x 14'

Marty Fisher  
 Broker /Owner  
 Premier Commercial Properties, Inc.  
*A Real Estate Services Company*  
 612-708-2873 cell  
 763-862-2005 office  
 763-862-1925 fax

---

**From:** Marty Fisher  
**Sent:** Tuesday, February 12, 2013 9:28 PM  
**To:** [Stacy.Stromberg@fridley.mn.gov](mailto:Stacy.Stromberg@fridley.mn.gov)  
**Cc:** Dina Erickson  
**Subject:** Fwd: 6831 Hwy 65

---

**From:** Marty Fisher  
**Sent:** Tuesday, February 12, 2013 2:59 PM  
**To:** Dina Erickson  
**Subject:** Re: 6831 Hwy 65

Approximately 14 months. The k of c quit having dinners etc I believe sometime in December 2012

Sent from my iPhone

On Feb 12, 2013, at 11:55 AM, "Dina Erickson" <[dina@premiercommercialproperties.com](mailto:dina@premiercommercialproperties.com)> wrote:

This is the Knights of Columbus building... will you respond or would you like me to?

*Dina Erickson*

*Premier Commercial Properties, Inc*

*763-862-2005*

---

**From:** Stromberg, Stacy [<mailto:Stacy.Stromberg@fridleymn.gov>]

**Sent:** Tuesday, February 12, 2013 11:24 AM

**To:** info

**Subject:** 6831 Hwy 65

Can you tell me how long this property has been for sale?

Stacy Stromberg | Planner | City of Fridley | 6431 University Avenue N.E.

Fridley, MN 55432 | p. 763.572.3595 | f. 763.571.1287 | [www.ci.fridley.mn.us](http://www.ci.fridley.mn.us)

 Please consider the environment before printing this email.

**Stromberg, Stacy**

---

**From:** Julkowski, Ron  
**Sent:** Monday, February 25, 2013 1:04 PM  
**To:** Stromberg, Stacy  
**Subject:** RE: K of C Building

Stacy,

The building use prior to being sold was an "A" occupancy, which is a assembly use. The building exiting system should be more than what would be required for the University.

Because of the change of use, the building will have to comply with all the code provisions for the change in use.

Hope this helps.

---

**From:** Stromberg, Stacy  
**Sent:** Monday, February 25, 2013 10:50 AM  
**To:** Julkowski, Ron; Crely, John  
**Subject:** K of C Building

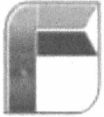
At the Planning Commission meeting last week related to the Islamic University purchasing the K of C building, my Commissioners had a lot of question about the occupancy of this building.

Do you know currently what is allowed for occupancy in the building and what may be required once the use changes?

Thanks!

**Stacy Stromberg** | Planner | City of Fridley | 6431 University Avenue N.E.  
Fridley, MN 55432 | p. 763.572.3595 | f. 763.571.1287 | [www.ci.fridley.mn.us](http://www.ci.fridley.mn.us)

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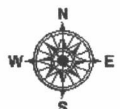
## Map

4,160 sq  
assembly  
41 stalls

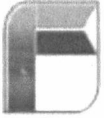
3 classrooms =  
15 students  
= 45 stalls



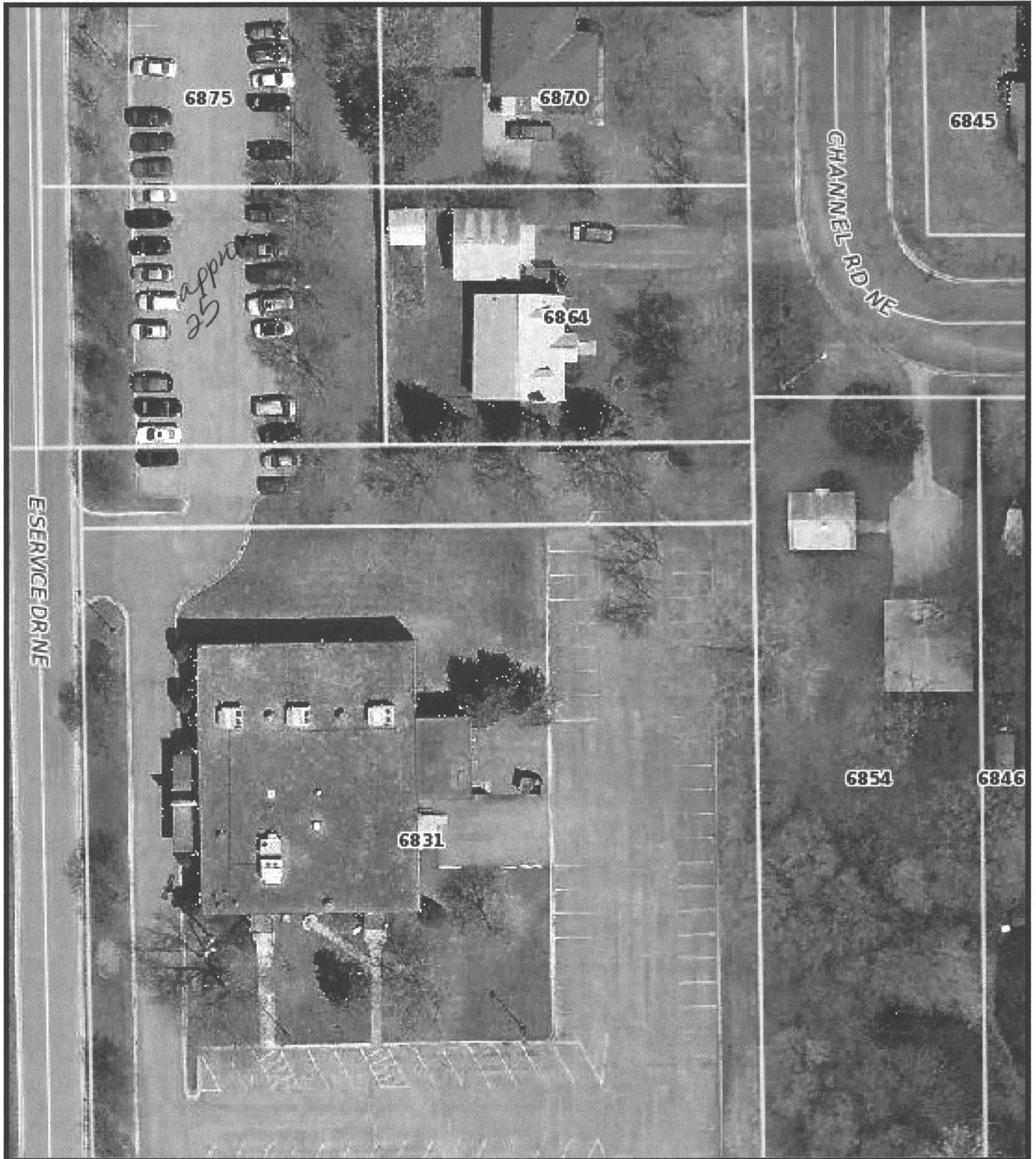
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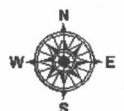
Total  
= 155 stalls  
approx.



# Map



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## Land Use Application Special Use Permit #13-02

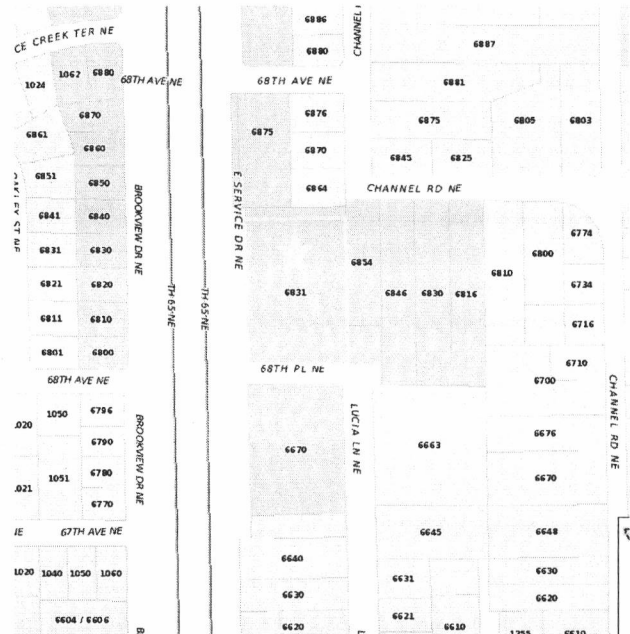
### REQUEST

The petitioner, Mr. Alamy, of Median Realty, Inc., on behalf of the Islamic University of Minnesota, is requesting a special use permit to allow an Islamic University with associated worship space within the existing building at 6831 Hwy 65.

The existing building has been used as the Knights of Columbus banquet hall since the early 1970's.

### SITE DESCRIPTION

The subject property is located off of Hwy 65, just south of 68<sup>th</sup> Avenue. The property is zoned R-3, Multi-Family, as are the properties to the north, east and south. There is a single family zoned parcel north of the property and Hwy 65 borders the property to the west. The building was constructed in 1965 and has been occupied by the Knights of Columbus since the early 1970's. In 1970 a special use permit was issued to expand a parking lot for the Knights of Columbus. In 1974, an addition was constructed to the building. In 1988, a special use permit was approved to allow a private, non-profit clubs and to allow vehicle parking on a lot adjacent to residential. Lastly, in 2010 a special use permit was approved to allow trailers to be parked in the rear yard to be used for temporary charity work of distribution of phone books.



The property has been listed for sale for approximately 14 months. City staff has received many phone calls inquiring about what types of businesses could utilize the existing building. Because the property is zoned R-3, Multi-Family, commercial type businesses such as a privately owned banquet facility or restaurant use would require a rezoning to a commercial designation. Schools, churches, medical clinics, and daycares type uses are allowed in the R-3 zoning district with a special use permit. As a result, the petitioner has applied for this special use permit.

### ANALYSIS

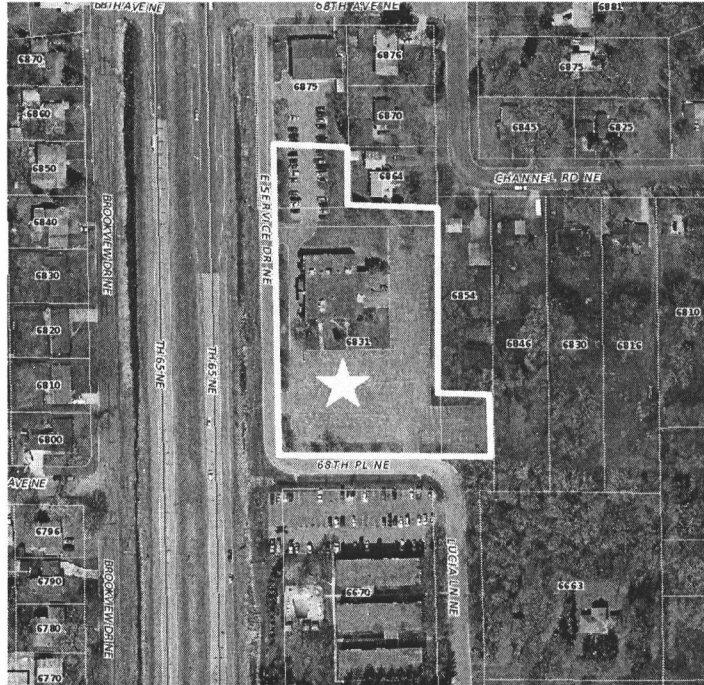
The Islamic University of Minnesota (IUMN) has put an offer on the subject property contingent upon approval of this special use permit request. As stated by the petitioner, *"The IUMN was founded in August of 2006 by a qualified and professional assembly of Muslim scholars and educators in the state of Minnesota. The necessity of such an institution represents the strong belief in the need for an education institution that serves both Muslims and non-Muslims communities of Minnesota and the US. There are approximately 150,000 Muslims in Minnesota and close to 10 million Muslims in the US. IUMN will serve as a bridge between the Muslim community and the greater community of Minnesota and the US. We will serve as a bridge by introducing qualified graduates to the fields of teaching and religious leadership, creating dialogues amongst different communities and reaching out to the community to create better awareness and understanding of Islam. IUMN hopes to contribute to the positive upbringing of young Muslims living in the US, as well as future generations, that they may grow-up to be*



*responsible American Muslims.*" The IUMN is mainly an on-line university with some classes offered in a classroom environment of 10-15 students per class offered on Fridays, Saturdays, and Sundays. They offer Bachelor, Masters and PhD's in Islamic Studies.

The IUMN would like to utilize the existing building as its main headquarters, with offices, classrooms and a celebration/prayer hall. The interior of the building will be remodeled to fit the needs of the university; however the exterior of the building will remain the same as will the parking lot and grounds of the property.

The subject property is made up of 4 parcels that total approximately 117,176 square feet (2.69 acres). Based on assessing records, the existing building is approximately 8,570 square feet in size. The main level will be remodeled to create three; 15 ft. by 20 ft. classrooms within the existing bar/restaurant area, and the storage space will be converted into office area. The existing ballroom will be used for a celebration hall for graduation and other festive events and as a prayer hall. The rest of the main level, including the kitchen, bathrooms and lobby will remain the same. The lower level will also remain unchanged at this time.



The purpose of a special use permit is to provide the City with a reasonable degree of discretion in determining the suitability of certain designated uses upon the general welfare, public health and safety of the area in which it is located. The special use permit gives the City the ability to place stipulations on the proposed use to eliminate negative impacts to surrounding properties. The City also has the right to deny the special use permit request if impacts to surrounding properties cannot be eliminated through stipulations.

Schools and churches or worship facilities are a permitted special use in the R-3, Multi-Family zoning district, provided they meet the necessary requirements, related to building and site requirements and parking, subject to the stipulations suggested by staff.

As stated above, the exterior of the existing building will remain as is, as will the parking lots and landscaped areas. All setback and lot coverage requirements are being met with the existing building. Fridley City code requires that the minimum amount of parking stalls based on the proposed uses for the building are 132 parking stalls. There is a total of 155 parking stalls on the subject property, therefore meeting City code requirements. The petitioner has articulated that the main worship time is on Friday between 12:00 p.m. and 2:00 p.m. During that time there could be between approximately 150-300 worshipers. This number is all dependent upon the maximum occupancy allowed by the building and fire code as well as the amount of parking stalls that are available on site. All parking related to this use will be required to be on-site, no on-street parking will be allowed. As a result, staff

will stipulate that if parking becomes an issue on this site, the special use permit will need to come back before the City Council for further review.

#### **RECOMMENDATION**

*City Staff recommends approval of this special use permit, as schools and worship facilities are an approved special use in the R-3, Multi-Family zoning district, with stipulations.*

#### **STIPULATIONS**

Staff recommends that if the special use permit is granted, the following stipulations be attached.

1. *The petitioner to obtain all necessary permits prior to interior alteration of the building.*
2. *The petitioner to meet all building, fire, and ADA code requirements.*
3. *If on-site parking becomes inadequate and the use requires on-street parking, the special use permit will come back before the City Council for further review.*

## Exhibit B

### (Reason(s) for Special Use Permit)

The Islamic University of Minnesota offered to purchase the building (6831 Highway 65 NE Fridley, MN) from its owner, Bridgewater Bank 3800 American Blvd West, # 100 Bloomington, MN 55431, to use it as its main headquarter and office center, 2-3 classrooms, celebration hall for graduation and other festive events, and lastly as a prayer hall. There will be some remodeling to the interior of the building to fit the needs of the university with no alteration to the land or the parking lot.

#### **Introduction and background:**

The Islamic University of Minnesota was founded in August of 2006 by a qualified and professional assembly of Muslim scholars and educators in the state of Minnesota. The necessity of such an institution represents the strong belief in the need for an educational institution that serves both Muslims and non-Muslims communities of Minnesota and the USA.

There are approximately 150,000 Muslims in Minnesota and close to 10 million Muslims in the US. IUMN will serve as a bridge between the Muslim community and the greater community of Minnesota and the US. We will serve as this bridge by introducing qualified graduates to the fields of teaching and religious leadership, creating dialogues amongst different communities, and reaching out to the community to create a better awareness and understanding of Islam. IUMN hopes to contribute to the positive upbringing of young Muslims living in the US, as well as future generations, so that they may grow-up to be responsible American Muslims.

#### **IUMN Goals and Objectives:**

- 1- Building bridges of understanding, positive dialogue and mutual respect between the members of Muslim community and the larger society.
- 2- Reach out to Muslims and non-Muslims within the American society and contribute to educating them about the truth of the Islamic faith so as to leap over all the obstacles encumbering cultural and intellectual harmony
- 3- Teaching Islam through the proper methodology of obtaining it from its genius sources.
- 4- Espousing objective education and encourage students to enter the realm of academic research so as to attain the essence of Islamic knowledge with an equitable scientific methodology.
- 5- Preparing qualified graduates in various branches of Islamic knowledge to satisfy the need of Islamic centers and schools in addition to answering the need of American universities for graduate students and provide them with specialists in Islamic Studies.
- 6- The IUMN aspires to provide an opposite environment for productive discourse, exchanging of ideas and opinions through a methodology based on respecting opinions and different point of view.

Finally, IUMN offers Bachelor, Masters and PhD in Islamic Studies.

**Stromberg, Stacy**

**From:** Samer Alamy [samer\_alamy@hotmail.com]  
**Sent:** Tuesday, January 29, 2013 2:34 PM  
**To:** Stromberg, Stacy  
**Cc:** Jones, Julie; Hickok, Scott  
**Subject:** RE: 6831 Hwy 65 NE Special Use Permit signed by Bldg. Owner  
**Attachments:** Upper level sketch for 6831 Hwy 65 NE.doc

Hello Stacy,

I've attached a "primitive" sketch for the upper level (the lower level will remain the same as is).

3 classroom will be replacing the bar/restaurant area. Each classroom will be 15'x20'

No current plans for the kitchen on the upper level. It will remain the same unchanged.

The Prayer / Celebration hall will be the existing Ballroom (50'x80')

The age of the student ranges from 20 years old and up (mainly adult education)

Most classes are offered online with advisors assigned to students

Some classes are offered in classroom environment 10-15 student per class and mostly on weekend (Friday, Saturday and Sunday's)

The main worship time is Friday between 12:00 Noon and 2:00 PM (the largest congregation) other prayer times during the day have between 15-30 worshippers.

Once a year during the holy month of Ramadan (this year it will coincide with July/August) a night prayer will be held with larger gathering (between 9:00 and 11:00 PM) for 30 days.

No Minarat and no changes to the exterior of the building

Currently the university operates out of the ICCC (Islamic Cultural Community Center) located in NE Minneapolis (Central and 26th)

As for changing the inside of the building, a complete remodeling plans will be provided to obtain the building permit.

I hope your questions are answered. If you have any additional questions, please let me know.

Best Regards,  
 Samer Alamy

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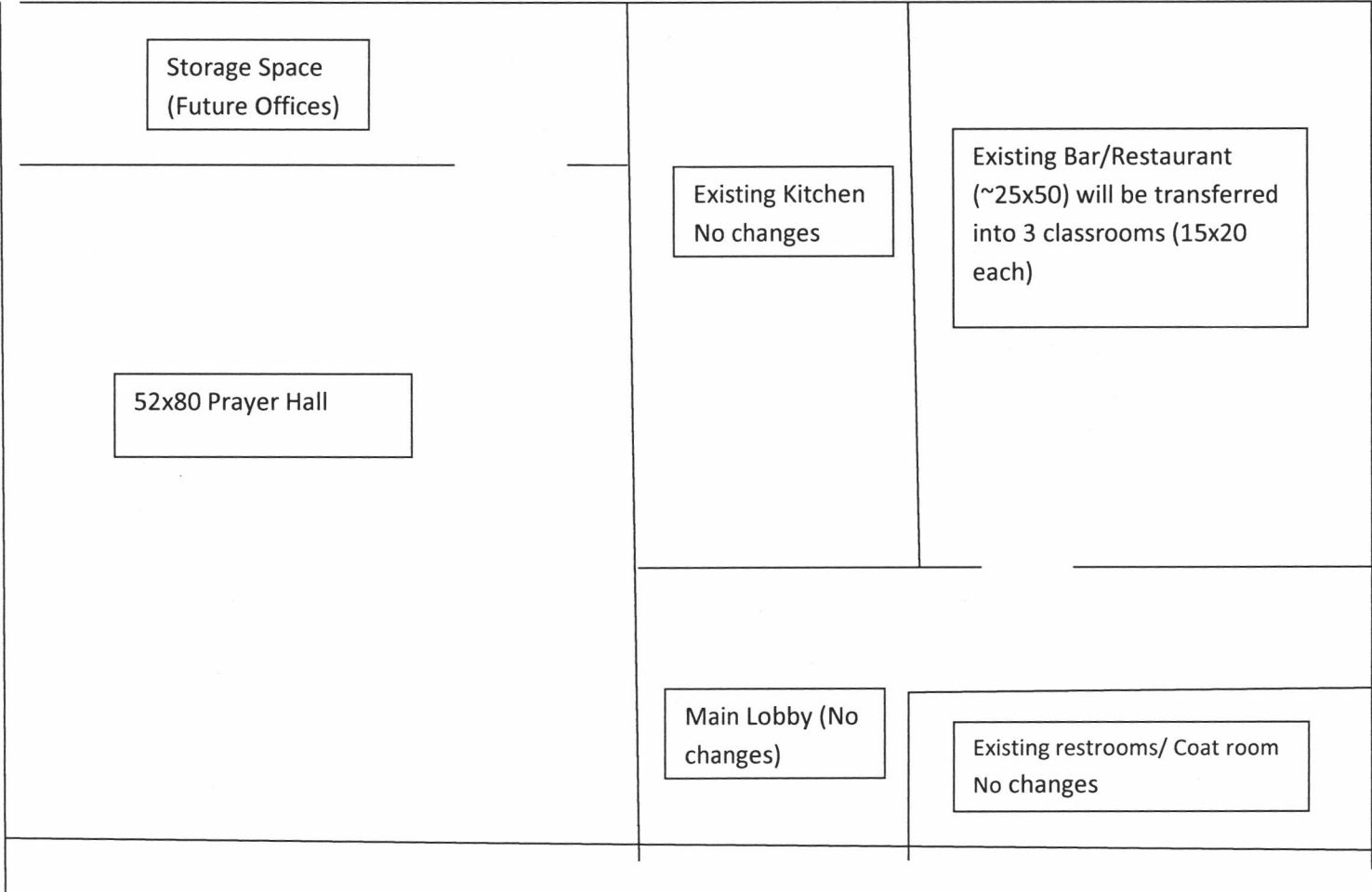
**From:** [StrombergS@ci.fridley.mn.us](mailto:StrombergS@ci.fridley.mn.us)  
**To:** [samer\\_alamy@hotmail.com](mailto:samer_alamy@hotmail.com)  
**CC:** [JonesJ@ci.fridley.mn.us](mailto:JonesJ@ci.fridley.mn.us); [HickokS@ci.fridley.mn.us](mailto:HickokS@ci.fridley.mn.us)  
**Subject:** RE: 6831 Hwy 65 NE Special Use Permit signed by Bldg. Owner  
**Date:** Tue, 29 Jan 2013 16:39:28 +0000

Good Moring Samer,

I left you a detailed message on your voicemail but wanted to follow-up with an e-mail. The City's Development Review Committee met this morning to discuss your special use permit application and the following questions have come out of that meeting:

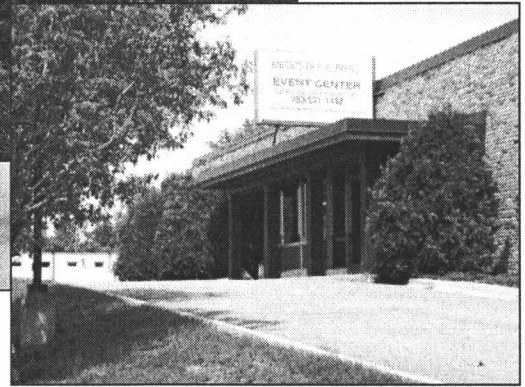
- We need architectural plans or a sketch plan of the inside of the building to understand how the building will be used. I know you said that there will be 4 classrooms, but what is the square footage of those classrooms? What is the square

Upper level sketch for 6831 Hwy 65 NE, Fridley, MN



# FOR SALE

## 6831 Highway 65 NE Fridley, MN



### PROPERTY FEATURES

- Existing Knights of Columbus reception hall
  - Continued use requires "Special Use Permit"
- R-3 zoning allows multi-family use; great redevelopment opportunity for higher density apartment or senior independent or assisted living
- Special use also required for Church, private school, daycare, clinic or hotel/motel uses.
- Built in 1966
- Great access and visibility with 352' frontage along Central Avenue
- Approximately 2.21 acres, 3 separate parcels, with huge parking field
- Building size: 9,621 sq ft, block / masonry construction, brick façade

SALE PRICE: \$650,000

For More Information Contact: MARTY FISHER  
 PREMIER COMMERCIAL PROPERTIES, INC.  
 6897 139<sup>th</sup> Lane NW Ramsey, MN 55303  
 763.862.2005

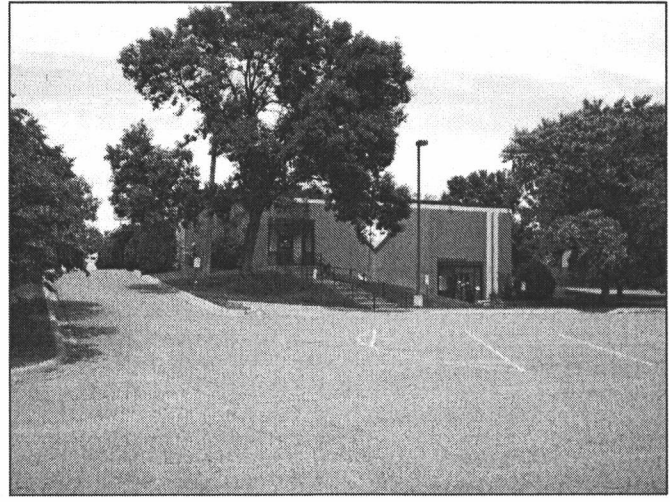
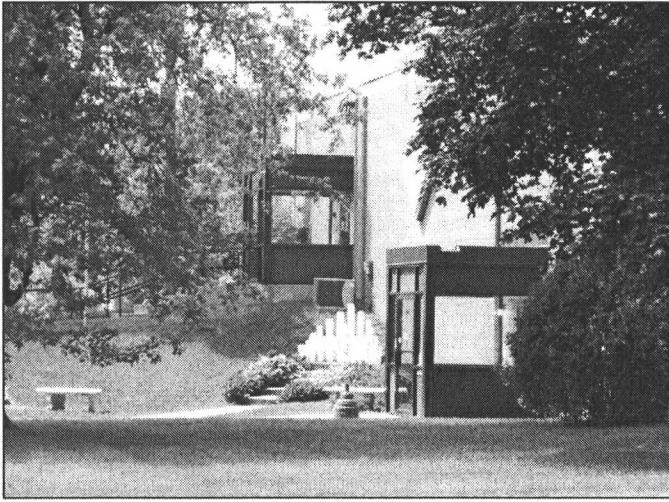
[www.premiercommercialproperties.com](http://www.premiercommercialproperties.com)



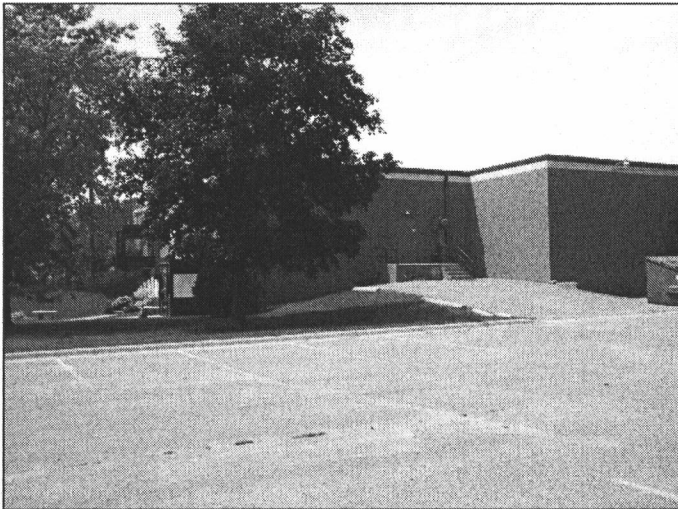


# FOR SALE

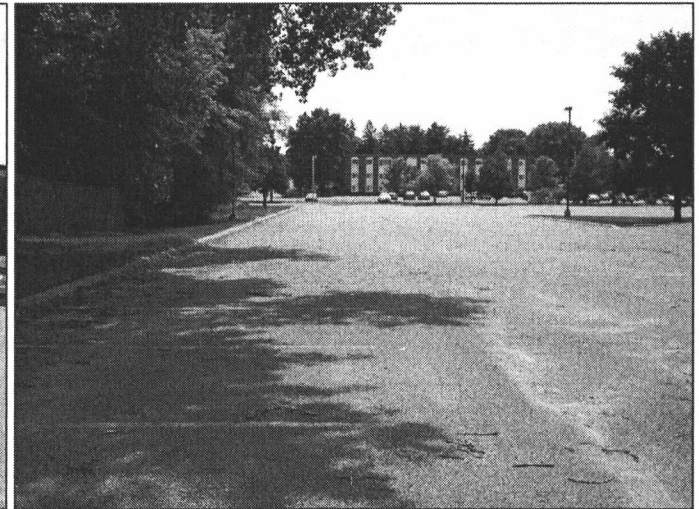
## 6831 Highway 65 NE Fridley, MN



South elevation; separate main floor and lower level entrances



Loading area  
East side



Parking field  
East side

For More Information Contact: MARTY FISHER  
**PREMIER COMMERCIAL PROPERTIES, INC.**  
 6897 139<sup>th</sup> Lane NW Ramsey, MN 55303  
 763.862.2005  
[www.premiercommercialproperties.com](http://www.premiercommercialproperties.com)





# FOR SALE

## 6831 Highway 65 NE Fridley, MN



### Main level banquet room

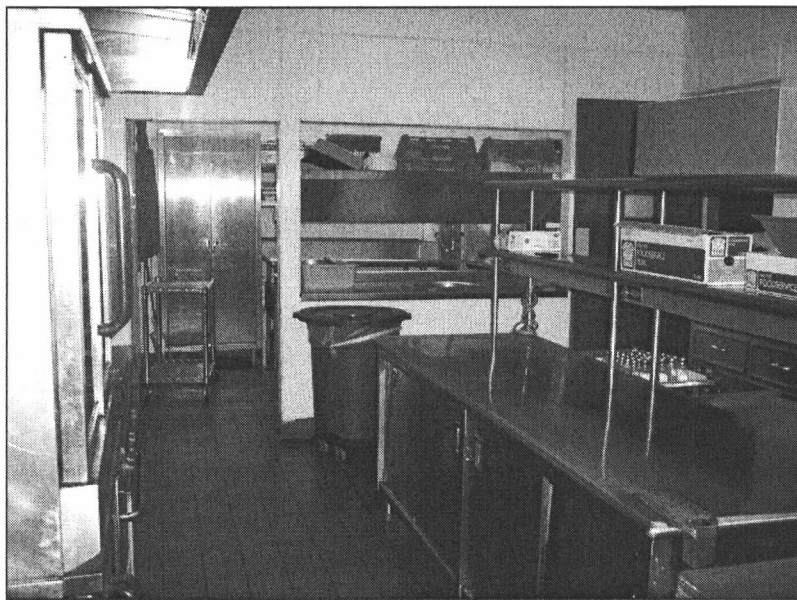
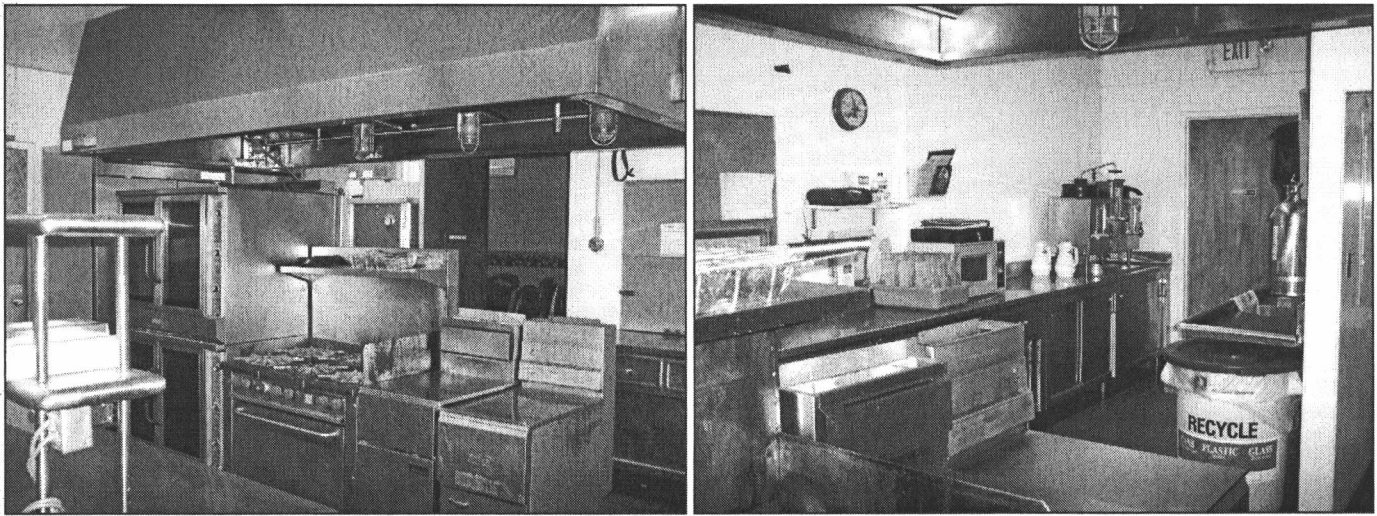
- Approximately 80' x 52'
  - Seats approximately 350
  - Adjacent to main kitchen, lounge area
- Dance floor, tables, chairs included with sale

For More Information Contact: MARTY FISHER  
 PREMIER COMMERCIAL PROPERTIES, INC.  
 6897 139<sup>th</sup> Lane NW Ramsey, MN 55303  
 763.862.2005  
[www.premiercommercialproperties.com](http://www.premiercommercialproperties.com)



# FOR SALE

## 6831 Highway 65 NE Fridley, MN



- Full kitchen adjacent to main banquet hall
- Serves main banquet area and club room
- Hoods, coolers, stove, oven, prep area, washer

**Kitchen equipment is included in sale**

For More Information Contact: MARTY FISHER  
PREMIER COMMERCIAL PROPERTIES, INC.

6897 139<sup>th</sup> Lane NW Ramsey, MN 55303

763.862.2005

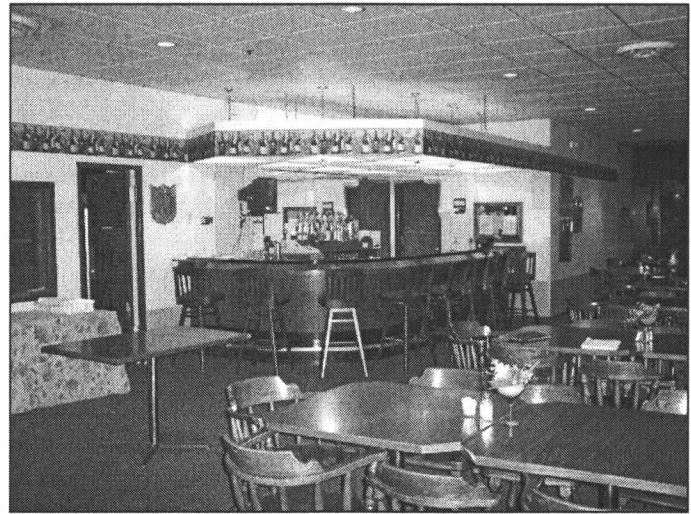
[www.premiercommercialproperties.com](http://www.premiercommercialproperties.com)





# FOR SALE

## 6831 Highway 65 NE Fridley, MN



### "Club Room"

Main member gathering area

- Full service bar
- Seats approximately 75 - 80
- Adjacent to main kitchen

Tables, chairs, bar, tv sets included with sale

For More Information Contact: MARTY FISHER  
PREMIER COMMERCIAL PROPERTIES, INC.

6897 139<sup>th</sup> Lane NW Ramsey, MN 55303

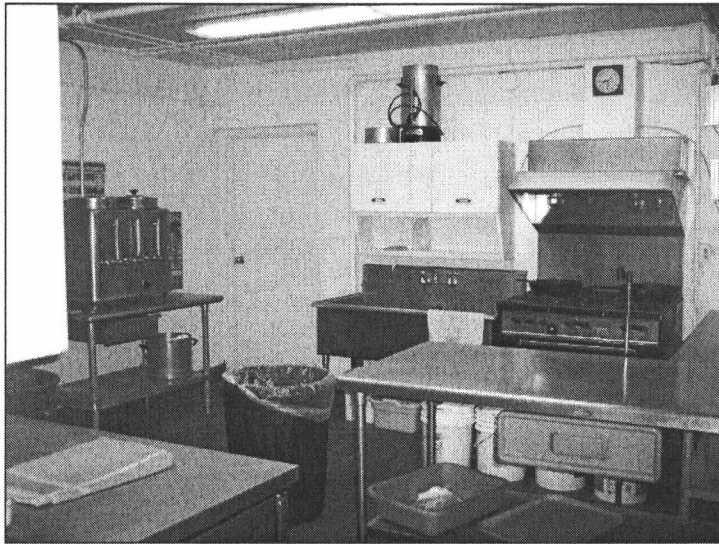
763.862.2005

[www.premiercommercialproperties.com](http://www.premiercommercialproperties.com)



# FOR SALE

## 6831 Highway 65 NE Fridley, MN



- Lower level meeting hall
- Stage area
  - Seats approximately 150
  - Adjacent to small kitchen w/hood
  - Separate entrance and restrooms

For More Information Contact: MARTY FISHER  
PREMIER COMMERCIAL PROPERTIES, INC.  
6897 139<sup>th</sup> Lane NW Ramsey, MN 55303  
763.862.2005  
[www.premiercommercialproperties.com](http://www.premiercommercialproperties.com)



**Exhibit A**  
**(Legal Description)**

Lot One (1), Block One (1), Harstad Addition, according to the map or plat on file and of record in the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The South ninety-five (95) feet of the North Two Hundred eighty-five (285) feet, front and rear of Lots Fourteen (14) and Fifteen (15), except the West twenty-two (22) feet of the South ninety-five (95) feet of the North Two Hundred eighty-five (285) feet of Lot Fourteen (14), "Brookview" Addition, Anoka County, Minnesota.

AND

Outlot One (1), Harstad Addition, according to the map or plat on file and of record in the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The South 150 feet of Lot Eighteen (18), Brookview, Anoka County, Minnesota.

Torrens Property  
Certificates of Title Nos. 28740, 62974, and 33650

4. The ventilation system needs to be designed so that no odors or organisms will spread between wards or to the outside air.
5. There shall be no outside pens or holding areas for the animals.
6. Dog walk area shall be constructed with curb and installation of sod within 6 months of issuance of this special use permit. This area shall be maintained regularly.

Seconded by Commissioner Dunham.

**UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON KONDRICK DECLARED THE MOTION CARRIED UNANIMOUSLY.**

### **PUBLIC HEARING**

2. **Consideration of a Special Use Permit, SP #13-02, by Medina Realty Inc., Samer Alamy on behalf of the Islamic University of Minnesota, to allow a private school use with worship space at the building located at 6831 Highway 65 NE.**

**MOTION** by Commissioner Oquist to open the public hearing. Seconded by Commissioner Saba.

**UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON KONDRICK DECLARED THE MOTION CARRIED UNANIMOUSLY AND THE PUBLIC HEARING WAS OPENED AT 7:21 P.M.**

**Ms. Stromberg** stated the petitioner, Mr. Alamy, of Medina Realty, Inc., on behalf of the Islamic University of Minnesota, is requesting a special use permit to allow an Islamic University with associated worship space within the existing building at 6831 Hwy 65.

**Ms. Stromberg** stated the existing building has been used as the Knights of Columbus banquet hall since the early 1970's.

**Ms. Stromberg** stated the subject property is located off of Hwy 65, just south of 68<sup>th</sup> Avenue. The property is zoned R-3, Multi-Family. The building was constructed in 1965 and has been occupied by the Knights of Columbus since the early 1970's. In 1970 a special use permit was issued to expand a parking lot for the Knights of Columbus. In 1974, an addition was constructed to the building. In 1988, a special use permit was approved to allow a private, non-profit clubs and to allow vehicle parking on a lot adjacent to residential. Lastly, in 2010 a special use permit was approved to allow trailers to be parked in the rear yard to be used for temporary charity work of distribution of phone books.

**Ms. Stromberg** stated the property has been listed for sale for approximately 14 months. City staff has received many phone calls inquiring about what types of businesses could utilize the existing building. Because the property is zoned R-3, Multi-Family, commercial type businesses such as a privately owned banquet facility or restaurant use would require a rezoning to a commercial designation. Schools, churches, medical clinics, and daycares type uses are allowed in the R-3 zoning district with a special use permit. As a result, the petitioner has applied for this special use permit.

**Ms. Stromberg** stated the Islamic University of Minnesota (IUMN) has put an offer on the subject property contingent upon approval of this special use permit request. As stated by the petitioner, "The IUMN was founded in August of 2006 by a qualified and professional assembly of Muslim scholars and



educators in the state of Minnesota. The necessity of such an institution represents the strong belief in the need for an education institution that serves both Muslims and non-Muslims communities of Minnesota and the US. There are approximately 150,000 Muslims in Minnesota and close to 10 million Muslims in the US. IUMN will serve as a bridge between the Muslim community and the greater community of Minnesota and the US. We will serve as a bridge by introducing qualified graduates to the fields of teaching and religious leadership, creating dialogues amongst different communities and reaching out to the community to create better awareness and understanding of Islam. IUMN hopes to contribute to the positive upbringing of young Muslims living in the US, as well as future generations, that they may grow-up to be responsible American Muslims.” The IUMN is mainly an on-line university with some classes offered in a classroom environment of 10-15 students per class offered on Fridays, Saturdays, and Sundays. They offer Bachelor, Masters and PhD’s in Islamic Studies.

**Ms. Stromberg** stated the IUMN would like to utilize the existing building as its main headquarters, with offices, classrooms and a celebration/prayer hall. The interior of the building will be remodeled to fit the needs of the university; however the exterior of the building will remain the same as will the parking lot and grounds of the property.

**Ms. Stromberg** stated the subject property is made up of 4 parcels that total approximately 117,176 square feet (2.69 acres). Based on assessing records, the existing building is approximately 8,570 square feet in size. The main level will be remodeled to create three; 15 foot by 20 foot classrooms within the existing bar/restaurant area, and the storage space will be converted into office area. The existing ballroom will be used for a celebration hall for graduation and other festive events and as a prayer hall. The rest of the main level, including the kitchen, bathrooms and lobby will remain the same. The lower level will also remain unchanged at this time.

**Ms. Stromberg** stated the purpose of a special use permit is to provide the City with a reasonable degree of discretion in determining the suitability of certain designated uses upon the general welfare, public health and safety of the area in which it is located. The special use permit gives the City the ability to place stipulations on the proposed use to eliminate negative impacts to surrounding properties. The City also has the right to deny the special use permit request if impacts to surrounding properties cannot be eliminated through stipulations.

**Ms. Stromberg** stated schools and churches or worship facilities are a permitted special use in the R-3, Multi-Family zoning district, provided they meet the necessary requirements, related to building and site requirements and parking, subject to the stipulations suggested by staff.

**Ms. Stromberg** stated as stated above, the exterior of the existing building will remain as is, as will the parking lots and landscaped areas. All setback and lot coverage requirements are being met with the existing building. Fridley City code requires that the minimum amount of parking stalls based on the proposed uses for the building are 132 parking stalls. There is a total of 155 parking stalls on the subject property, therefore meeting City code requirements. The petitioner has articulated that the main worship time is on Friday between 12:00 p.m. and 2:00 p.m. During that time there could be between approximately 150-300 worshippers. This number is all dependent upon the maximum occupancy allowed by the building and fire code as well as the amount of parking stalls that are available on site. All parking related to this use will be required to be on-site, no on-street parking will be allowed. As a result, staff will stipulate that if parking becomes an issue on this site, the special use permit will need to come back before the City Council for further review.

**Ms. Stromberg** stated City Staff recommends approval of this special use permit, as schools and worship facilities are an approved special use in the R-3, Multi-Family zoning district, with stipulations.

**Ms. Stromberg** stated staff recommends that if the special use permit is granted, the following stipulations be attached.

1. The petitioner to obtain all necessary permits prior to interior alteration of the building.
2. The petitioner to meet all building, fire, and ADA code requirements.
3. If on-site parking becomes inadequate and the use requires on-street parking, the Petitioner shall appear before the City Council for further review and potential amendment of the stipulations for the special use permit.

**Chairperson Kondrick** asked how many people can the building accommodate right now without any change? Is the petitioner aware of that number?

**Ms. Stromberg** replied, she would need to check with the Fire Marshall and see what the maximum capacity is. In the materials the broker has been sending out on the building for sale, he says the main floor ballroom seats 350 people; and then the basement can seat approximately 150. She has never been there for that big of an event. Fire/building codes all have square footage ratios that determine maximum capacity. She is sure they have a number already and then based on the use, the number will change though when the use changes.

**Commissioner Sielaff** asked, for churches, how does the City determine parking?

**Ms. Stromberg** replied, one stall for every 100 square feet of assembly space which is in City Code.

**Commissioner Dunham** stated he felt the 350 and 150 numbers in the brochure seemed high.

**Chairperson Kondrick** asked the petitioner if he had any problems with stipulations, does he understand them and is in agreement with them?

**Samer Alamy**, Islamic University of Minnesota, replied, they have no issue. Their plan is, once this is approved and they close on the sale, they will pull permits to do remodeling.

**Commissioner Solberg** asked regarding the number of worshippers, 150- 300, with only 150 stalls, he wonders if this becomes very successful, what are their options to expand the parking and/or accommodating that?

**Mr. Alamy** stated they really have not considered expanding the parking. They are limited by the parking they have. Successful or not this is a university with worshipping and will be the headquarters of the university. Most of the students are on-line and there are some going there to the classroom. If it grows then they will have to consider a different site.

**Commissioner Solberg** stated, are there other worship times other than the Friday time between 12 Noon and 2?

**Mr. Alamy** replied, this is the main gathering site. For churches it would be the Sunday service, and for the Muslim community it is the Friday noon prayer. There are other prayers times but the numbers are in

the single digits. There are five prayers times for the Muslim faith, at dawn, early morning, afternoon, evening and sunset.

**Chairperson Kondrick** stated it just seems the size of the parking lot and the number of spaces available to them will in fact limit the number of people they can have at their service.

**Mr. Alamy** replied, right.

**Chairperson Kondrick** stated they do not want to have any parking on the street. No overflow parking.

**Mr. Alamy** stated that most facilities have limited parking. If a person comes to the facility to worship and there is no place to park, they will go somewhere else.

**Commissioner Oquist** asked Mr. Alamy, what is their relationship with the Islamic Center up on Gardena?

**Mr. Alamy** replied, actually in the Islamic community here there are multiple centers; but there is one overriding board that actually governs all the centers in Minnesota.

**Commissioner Oquist** asked Mr. Alamy whether he would use that center for their overflow?

**Mr. Alamy** replied, actually their prayer hall is very small and only serves the students in the school there.

**Commissioner Oquist** asked whether this University is for students throughout the United States? They are on-line so do they service students throughout the United States?

**Mr. Alamy** replied, from his understanding in talking with staff, they do have students who are taking graduate courses from this university but are residing from out of state. Sometimes for a Masters Degree they come in for discussion of their thesis, for example.

**Commissioner Oquist** asked where is the University located now?

**Mr. Alamy** replied, right now it is housed in the Islamic Community Cultural Center down on Lowry and Central.

**Commissioner Sielaff** asked Mr. Alamy how many on-site students will they have at the facility at a time?

**Mr. Alamy** replied, his understanding from talking with the staff is they currently three classrooms which are held on weekends and between 10-15 students.

**Roger Avery**, 600 Glencoe Street, asked whether this will stay on the tax rolls?

**Ms. Stromberg** replied, she is not sure, but the petitioner could address this question.

**Mr. Alamy** replied, it is actually tax exempt.

Planning Commission  
February 20, 2013  
Page 9 of 11

**Chairperson Kondrick** asked whether Knights of Columbus paid taxes.

**Mr. Avery** replied, yes.

**Mr. Avery** asked the Commission to keep this in mind, how many of these situations is Fridley going to be getting into over the years. He is always hearing about the lack of money the City has.

**MOTION** by Commissioner Oquist to close the public hearing. Seconded by Commissioner Saba.

**UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON KONDRICK DECLARED THE MOTION CARRIED UNANIMOUSLY AND THE PUBLIC HEARING WAS CLOSED AT 7:42 P.M.**

**Chairperson Kondrick** stated most of the churches in the community do not pay taxes either. He understands Mr. Avery's concern as one organization had to pay taxes and these folks will not, just like all the other churches and worshipping centers in Fridley. However, in any event, the petitioner is going along with stipulations as staff has recommended. He cannot see any reason to deny them the opportunity to worship at this facility once they buy it.

**Commissioner Dunham** stated, the part about the classes seems okay but there is traffic and the parking issues, which might be mostly on the Friday, and the fact they have a lot more people gathering at that time. He was wondering about how big churches presently allow capacities to be. There is an 8,500 square foot space here. Does that amount with so much parking allow so many people? The parking concerns him.

**Chairperson Kondrick** that is something that needs to be talked about. Since they cannot park on the street, and that is going to be regulated by a stipulation. The City will regulate the amount of worshippers they are allowed to have in there. The Fire Department will be seeing how many people can be in there.

**Ms. Stromberg** replied, occupancy for fire and building code are different than what she handles in the Planning Department. She figures based on the size of the ballroom how many parking stalls are required based on a ratio in the City's zoning code and then based on kitchen space, office space, classroom space. That is how she comes up with the required spaces. Right now they meet that requirement; however, if 350 people show up for an event, each in their own car, you have a problem. Obviously that is something they will address when and if it becomes a problem.

**Commissioner Oquist** stated it seems to him that is something the City will have to really monitor. They do have two stipulations that kind of address the issue. It seems kind of odd that you limit the amount of worshippers based on your parking stalls. How do you control that? You have 150 stalls and maybe 2-3 people share cars and all of a sudden now you have 300-350 people to worship on a Friday, which is fine, but they do have that parking issue. They will really have to monitor that closely because if they start going on the streets the City will be hearing about it.

**Commissioner Dunham** stated it appears this is a building that has the capacity for certainly far more than they have parking spaces.

**Ms. Stromberg** replied, correct.

**Commissioner Dunham** stated he is sure the building can house 300 and anything over 150 cars becomes an issue.

**Ms. Stromberg** replied, she would say that any kind of restaurant or retail facility has different occupancy levels from a building perspective and a Fire Department perspective than she has from a zoning perspective on parking stalls. However, if parking becomes a problem, it will need to be addressed.

**Chairperson Oquist** stated, again, it is covered in Stipulation No. 2. That should cover that.

**Ms. Stromberg** stated the petitioner has stated they know the amount of people they can have in the facility is dictated on parking and what the building and fire code will allow.

**Chairperson Kondrick** stated the petitioner knows where they are going with this. They need to make sure the stipulations are strong and that they are understood. The Commission does not want to prevent the petitioner from having the center and being able to do their worshipping. That is not the intent. The intent is to make sure the laws are kept and not broken and everybody is safe. Also the neighbors cannot complain because they are parking in front of their house or business. They want to stop that right away.

**MOTION** by Commissioner Oquist approving Special Use Permit, SP #13-02, by Medina Realty Inc., Samer Alamy on behalf of the Islamic University of Minnesota, to allow a private school use with worship space at the building located at 6831 Highway 65 NE. with the following stipulations:

1. The petitioner to obtain all necessary permits prior to interior alteration of the building.
2. The petitioner to meet all building, fire, and ADA code requirements.
3. If on-site parking becomes inadequate and the use requires on-street parking, the Petitioner shall appear before the City Council for further review and potential amendment of the stipulations for the special use permit.

With the understanding of the issue of occupancy and parking stalls. Seconded by Commissioner Solberg.

**UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON KONDRICK DECLARED THE MOTION CARRIED UNANIMOUSLY.**

3. **Receive the Minutes of the January 3, 2013, Housing and Redevelopment Authority Commission Meeting.**

**MOTION** by Commissioner Oquist to receive the Minutes. Seconded by Commissioner Sielaff.

**UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON KONDRICK DECLARED THE MOTION CARRIED UNANIMOUSLY.**

4. **Receive the Minutes of the December 3, 2012, Parks and Recreation Commission Meeting.**

**MOTION** by Commissioner Oquist to receive the Minutes. Seconded by Commissioner Solberg.

**UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON KONDRICK DECLARED THE MOTION CARRIED UNANIMOUSLY.**



## AGENDA ITEM

### CITY COUNCIL MEETING OF MARCH 11, 2013

Date: March 5, 2013

To: Darin Nelson, Acting City Manager *DN*

From: Scott Hickok, Community Development Director  
Julie Jones, Planning Manager  
Stacy Stromberg, Planner

Subject: Resolution approving Special Use Permit Request, SP #13-02, Islamic University of Minnesota

#### REQUEST

The petitioner, Mr. Alamy, of Medina Realty, Inc., on behalf of the Islamic University of Minnesota, is requesting a special use permit to allow an Islamic University with associated worship space within the existing building at 6831 Hwy 65.

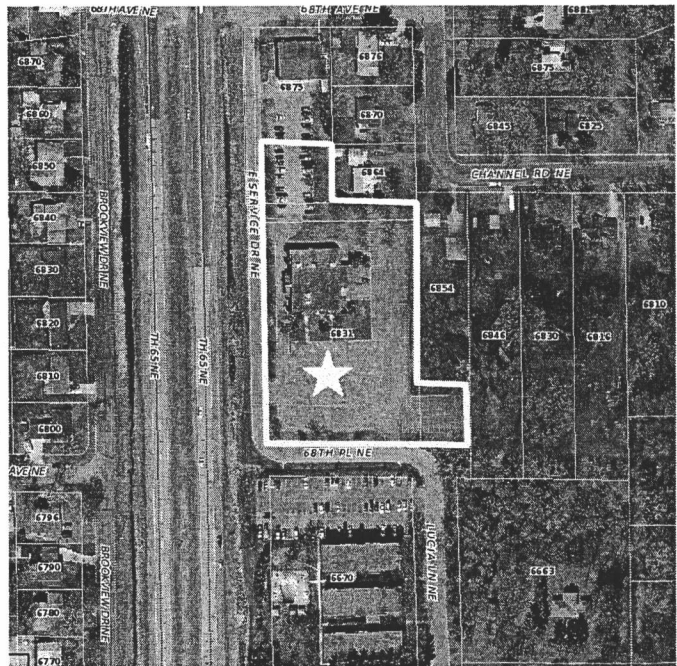
The existing building has been used as the Knights of Columbus banquet hall since the early 1970's.

#### PLANNING COMMISSION

#### RECOMMENDATION

At the February 20, 2013, Planning Commission meeting, a public hearing was held for SP #13-02. After some discussion, the Planning Commission recommended approval of SP #13-02, with the stipulations as presented.

**THE MOTION CARRIED UNANIMOUSLY.**



The Commission had several questions regarding occupancy of this building and how it relates to the amount of parking that is available. City Planning Staff reviewed this inquiry with the City's Building Official, Ron Julkowski, and he states that Knights of Columbus use was an "A" occupancy according to the Building Code, which is an assembly use. The buildings existing exiting system should be more than what would be required for the proposed use. He also stated that because there is a change in use, the building will have to comply with all code provisions for the change in use.



There isn't a direct link between what the building and fire code allow for occupancy of a building and what the zoning code requires for parking of this facility. However it is stipulated on this request that all parking needs to take place on site, and if that becomes an issue, the special use permit will need to be brought back before the City Council for additional review.

**PLANNING STAFF RECOMMENDATION**

City Staff recommends concurrence with the Planning Commission.

**STIPULATIONS**

1. *The petitioner to obtain all necessary permits prior to interior alteration of the building.*
2. *The petitioner to meet all building, fire, and ADA code requirements.*
3. *If on-site parking becomes inadequate and the use requires on-street parking, the Petitioner shall appear before the City Council for further review and potential amendment of the stipulations for the special use permit.*
4. *Per Section 205 of the Fridley City Code, this Special Use Permit will become null and void one year after the City Council approval date if work has not commenced or if the Petitioner has not petitioned the City Council for an extension.*

## City of Fridley Land Use Application

SP #13-02

February 20, 2013

## GENERAL INFORMATION

## SPECIAL INFORMATION

## Applicant:

Medina Realty, Inc.  
Samer Alamy  
4930 Pennine Pass NE  
Columbia Heights MN 55421

## Requested Action:

Special Use Permit to allow a private school  
with worship space.

## Location:

6831 Hwy 65

## Existing Zoning:

R-3 (Multi-Family)

## Size:

4 parcels = 117,176 sq. ft.      2.69 acres

## Existing Land Use:

Vacant Building, previously used for the  
Knights of Columbus

## Surrounding Land Use &amp; Zoning:

N: Office Building and Single Family Home  
& R-3 and R-1  
E: Single Family Home & R-3  
S: Apartment Building & R-3  
W: Hwy 65 & ROW

## Comprehensive Plan Conformance:

Consistent with Plan

## Zoning Ordinance Conformance:

Sec. 205.09.01.C.(1) and (2) requires a  
special use permit to allow a church and a  
school in the R-3 zoning district.

## Zoning History:

1939 – (2) lots platted in the Brookview  
Addition.  
1963 – (2) lots platted in the Harstad  
Addition.  
1965 – Building constructed.  
1970 – SP #70-10 approved to improve and  
expand a parking lot for the Knights of  
Columbus.  
1974 – Building addition.  
1988 – SP #88-04 approved to allow  
private, non-profit clubs and to allow  
vehicle parking on a lot adjacent to  
residential.  
2001 – SP #01-10 approved to allow trailers  
to be parked in the rear yard.

## Legal Description of Property:

See attached.

## Public Utilities:

Building is connected.

## Transportation:

The property receives access from the Hwy 65  
Service Drive and 68<sup>th</sup> Place.

## Physical Characteristics:

Lot consists of the building, parking areas, with  
some landscaped areas.

## SUMMARY OF PROJECT

The petitioner, Mr. Alamy, on behalf of the Islamic  
University of Minnesota, is seeking a special use  
permit to allow an Islamic University and worship  
space within the existing building at 6831 Hwy 65.

## SUMMARY OF ANALYSIS

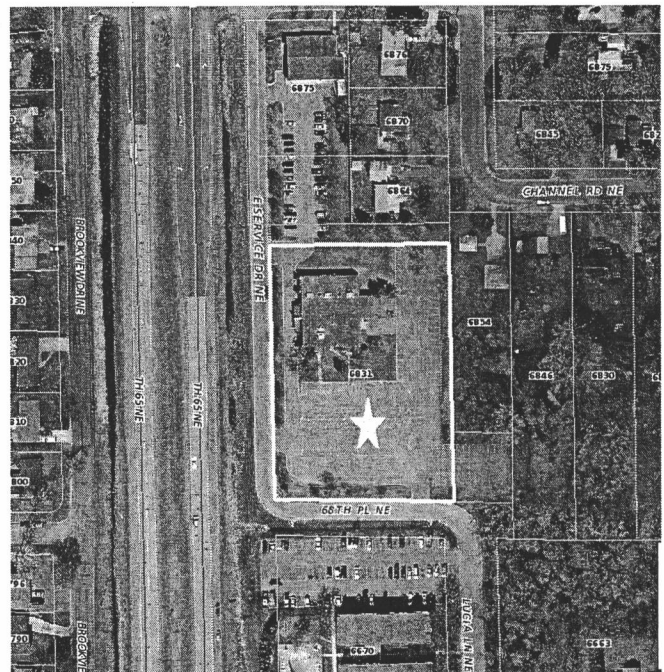
*City Staff recommends approval of the special use  
permit, with stipulations.*

Churches and private schools are a permitted  
special use in the R-3, Multi-Family zoning district,  
subject to stipulations.

## CITY COUNCIL ACTION/ 60 DAY DATE

City Council – March 11, 2013

60 Day – March 18, 2013



Aerial of Subject Property

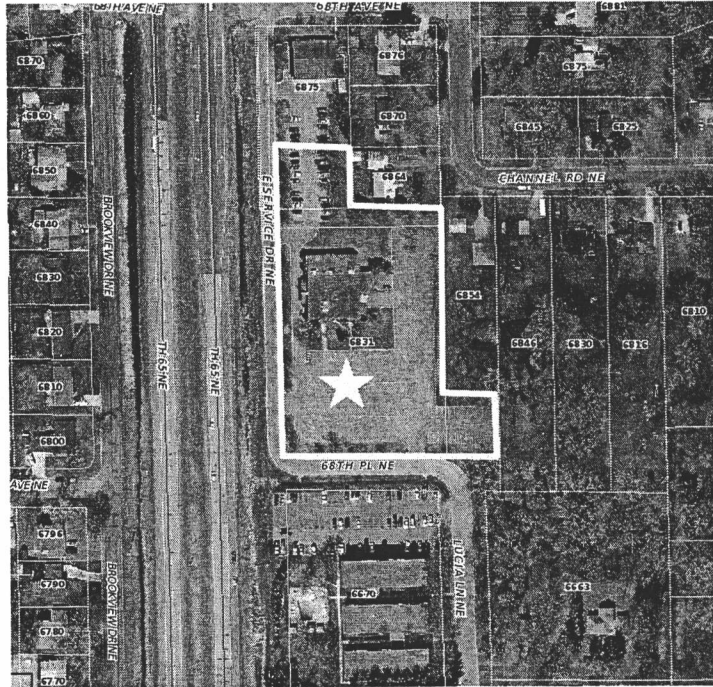
Staff Report Prepared by: Stacy Stromberg



*responsible American Muslims.*" The IUMN is mainly an on-line university with some classes offered in a classroom environment of 10-15 students per class offered on Fridays, Saturdays, and Sundays. They offer Bachelor, Masters and PhD's in Islamic Studies.

The IUMN would like to utilize the existing building as its main headquarters, with offices, classrooms and a celebration/prayer hall. The interior of the building will be remodeled to fit the needs of the university; however the exterior of the building will remain the same as will the parking lot and grounds of the property.

The subject property is made up of 4 parcels that total approximately 117,176 square feet (2.69 acres). Based on assessing records, the existing building is approximately 8,570 square feet in size. The main level will be remodeled to create three; 15 ft. by 20 ft. classrooms within the existing bar/restaurant area, and the storage space will be converted into office area. The existing ballroom will be used for a celebration hall for graduation and other festive events and as a prayer hall. The rest of the main level, including the kitchen, bathrooms and lobby will remain the same. The lower level will also remain unchanged at this time.



The purpose of a special use permit is to provide the City with a reasonable degree of discretion in determining the suitability of certain designated uses upon the general welfare, public health and safety of the area in which it is located. The special use permit gives the City the ability to place stipulations on the proposed use to eliminate negative impacts to surrounding properties. The City also has the right to deny the special use permit request if impacts to surrounding properties cannot be eliminated through stipulations.

Schools and churches or worship facilities are a permitted special use in the R-3, Multi-Family zoning district, provided they meet the necessary requirements, related to building and site requirements and parking, subject to the stipulations suggested by staff.

As stated above, the exterior of the existing building will remain as is, as will the parking lots and landscaped areas. All setback and lot coverage requirements are being met with the existing building. Fridley City code requires that the minimum amount of parking stalls based on the proposed uses for the building are 132 parking stalls. There is a total of 155 parking stalls on the subject property, therefore meeting City code requirements. The petitioner has articulated that the main worship time is on Friday between 12:00 p.m. and 2:00 p.m. During that time there could be between approximately 150-300 worshippers. This number is all dependent upon the maximum occupancy allowed by the building and fire code as well as the amount of parking stalls that are available on site. All parking related to this use will be required to be on-site, no on-street parking will be allowed. As a result, staff



will stipulate that if parking becomes an issue on this site, the special use permit will need to come back before the City Council for further review.

#### **NEIGHBORHOOD COMMENTS**

Staff heard from two neighboring property owners. One, who didn't have any issues with the request, once it was fully described to her and the other neighbor, was generally not in favor of the request. She had concerns over parking and traffic.

#### **RECOMMENDATION**

*City Staff recommends approval of this special use permit, as schools and worship facilities are an approved special use in the R-3, Multi-Family zoning district, with stipulations.*

#### **STIPULATIONS**

Staff recommends that if the special use permit is granted, the following stipulations be attached.

1. *The petitioner to obtain all necessary permits prior to interior alteration of the building.*
2. *The petitioner to meet all building, fire, and ADA code requirements.*
3. *If on-site parking becomes inadequate and the use requires on-street parking, the Petitioner shall appear before the City Council for further review and potential amendment of the stipulations for the special use permit.*
4. *Per Section 205 of the Fridley City Code, this Special Use Permit will become null and void one year after the City Council approval date if work has not commenced or if the Petitioner has not petitioned the City Council for an extension.*

## RESOLUTION NO. 2013 - \_\_\_\_

### A RESOLUTION APPROVING SPECIAL USE PERMIT SP# 13-02 FOR MEDINA REALITY INC., ON BEHALF OF THE PROPERTY OWNER, BRIDGEWATER BANK, FOR THE ISLAMIC UNIVERSITY OF MINNESOTA, GENERALLY LOCATED AT 6831 HWY 65 NE

WHEREAS, Section 205.09.1.C.(1) of Fridley City Code allows churches in the R-3, General Multiple Dwellings zoning district by a special use permit if certain conditions can be met; and

WHEREAS, Section 205.09.1.C.(2) of the Fridley City Code allows private schools in the R-3, General Multiple Dwellings zoning district by a special use permit if certain conditions can be met; and

WHEREAS, on February 20, 2013, the Fridley Planning Commission held a public hearing to consider a request by Medina Reality Inc., on behalf of the property owner, Bridgewater Bank, for the potential buyer, Islamic University of Minnesota, of the property generally located at 6831 Hwy 65 NE in Fridley, legally described in the attached Exhibit A, for Special Use Permit SP# 13-02 to allow an Islamic University and Worship Space; and

WHEREAS, the Planning Commission recommends approval of Special Use Permit, SP #13-02 subject to the stipulations set forth in Exhibit B; and

WHEREAS, on March 11, 2013, the Fridley City Council approved the stipulations represented in Exhibit B to this resolution as the conditions on Special Use Permit SP# 13-02; and

WHEREAS, the petitioner, was presented with Exhibit B, the stipulations, at the March 11, 2013 City Council meeting;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Fridley that Special Use Permit SP# 13-02 and stipulations represented in Exhibit B are hereby adopted by the City Council of the City of Fridley.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FRIDLEY THIS 11<sup>TH</sup> DAY OF MARCH, 2013.

\_\_\_\_\_  
SCOTT J. LUND – MAYOR

ATTEST:

\_\_\_\_\_  
DEBRA A. SKOGEN - CITY CLERK

## EXHIBIT A

### **SP# 13-02 Special Use Permit for a Private School and Church Use**

**Islamic University of Minnesota, Generally located at 6831 Hwy 65 NE, Fridley, MN**

#### **Legal Description**

Lot 1, Block 1, Harstad Addition, according to the map or plat on file and of record in the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The South 95 feet of the north 285 feet, front and rear of Lots 14 and 15, except the west 22 feet of the south 95 feet of the north 285 feet of Lot 14, "Brookview" Addition, Anoka County, Minnesota.

AND

Outlot 1, Harstad Addition, according to the map or plat on file and of record on the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The south 150 feet of Lot 18, Brookview, Anoka County, Minnesota.

Torrens Property

Certificates of Title Nos. 28740, 62974, and 33650.

## **EXHIBIT B**

### **SP# 13-02 Special Use Permit for a Private School and Church Use Islamic University of Minnesota, Generally located at 6831 Hwy 65 NE, Fridley, MN**

#### **Stipulations:**

1. The petitioner shall obtain all necessary permits prior to interior alteration of the building.
2. The petitioner shall meet all building, fire, and ADA code requirements.
3. If on-site parking becomes inadequate and the use requires on-street parking, the petitioner shall appear before the City Council for further review and potential amendment of the stipulations for the special use permit.
4. Per Section 205 of the Fridley City Code, this Special Use Permit will become null and void one year after the City Council approval date if work has not commenced or if the Petitioner has not petitioned the City Council for an extension.



maintenance worker. He has also worked at Centerbrook Golf Course as a groundskeeper. This appointment fills a vacancy created by Gary Volk who will be retiring on March 31.

**APPROVED.**

**5. Claims (158640 – 158825).**

**APPROVED.**

**6. Licenses.**

**APPROVED THE LICENSES AS SUBMITTED AND AS ON FILE.**

**7. Estimates**

**THERE WERE NO ESTIMATES.**

**APPROVAL OF CONSENT AGENDA:**

**MOTION** by Councilmember Varichak to approve the proposed consent agenda. Seconded by Councilmember Saefke.

**UPON A VOICE VOTE, ALL VOTING AYE, MAYOR LUND DECLARED THE MOTION CARRIED UNANIMOUSLY.**

**ADOPTION OF THE AGENDA:**

**MOTION** by Councilmember Bolkcom to approve the agenda. Seconded by Councilmember Saefke.

**UPON A VOICE VOTE, ALL VOTING AYE, MAYOR LUND DECLARED THE MOTION CARRIED UNANIMOUSLY.**

**OPEN FORUM:**

No one from the audience spoke.

**NEW BUSINESS:**

- 8. Resolution Approving Special Use Permit, SP-13-02, for Medina Realty, Inc., on Behalf of the Property Owner, Bridgewater Bank, for the Islamic University of Minnesota Located at 6831 Highway 65 N.E. (Ward 2).**

**Scott Hickok**, Community Development Director, stated the petitioner, on behalf of the Islamic University of Minnesota, is requesting a special use permit to allow an Islamic University with an associated worship space within the existing building at 6831 Highway 65. The existing building has been used as the Knights of Columbus banquet hall since the early 1970s.

**Mr. Hickok** stated the property is located off Highway 65, just south of 68<sup>th</sup> Avenue, and is zoned R-3, Multi-Family Residential. The building was constructed in 1965, and was occupied by the Knights of Columbus since the early 1970s. The property was for sale for approximately 14 months. City staff received many phone calls inquiring about what types of businesses could use the building. Because the property is zoned R-3, commercial-type businesses, such as privately-owned banquet facilities or restaurants, could not acquire the building and use it without a rezoning first. Schools, churches, medical clinics, and daycares would be allowed in the R-3 district, but by special use permit only.

**Mr. Hickok** stated the Islamic University of Minnesota has put in an offer on the subject property contingent on approval of the SUP. The IUMN is mainly an on-line university with some classes offered in the classroom. The environment for that classroom would allow 10 to 15 students per class, and those classes would be offered on Fridays, Saturdays, and Sundays. They do offer Bachelor's, Master's, or PhD's in Islamic studies.

**Mr. Hickok** stated the IUMN would like to use the existing building as their main headquarters, with offices, classrooms, and a celebration/prayer hall. The interior of the building will be remodeled to fit the needs of the university. The exterior of the building will remain as it is, as well as the parking lot and grounds.

**Mr. Hickok** stated the subject property is made up of four parcels and is 2.69 acres. Based on the assessing records, the footprint of the building is approximately 8,570 square feet. The main level will be remodeled to create three 15 x 20 foot classrooms within the existing bar/restaurant area. The storage space will be converted into an office area. The existing ballroom will be used for a celebration hall for graduations and other festive events and as a prayer hall. The rest of the main level, including the kitchen, bathrooms, and lobby will remain the same. The lower level will also remain unchanged at this time.

**Mr. Hickok** stated schools, churches and worship facilities are a permitted special use in the R-3, Multi-Family zoning district, provided they meet the necessary requirements related to building and site requirements and parking, subject to the stipulations.

**Mr. Hickok** stated all setback and lot coverage requirements are being met with the existing building. Fridley City Code requires that the minimum amount of parking stalls based on proposed uses for the building is 132 parking stalls. There is a total of 155 parking stalls on the subject property.

**Mr. Hickok** stated petitioner has indicated the main worship time is on Friday between 12:00 p.m. and 2 p.m. During that time, there would be between approximately 150 to 300 worshippers. This number is dependent upon the maximum occupancy allowed by the building

and fire code as well as the amount of parking stalls available on-site. All parking related to this use will be required to be on-site. No on-street parking will be allowed. Staff will stipulate that if parking becomes an issue on this site, the SUP will need to come back to the City Council for further review.

**Mr. Hickok** stated staff heard from two property owners. The first one did not have any issues with the request once it was fully described to her. The second one was not in favor of the request. She had concerns about traffic and parking.

**Mr. Hickok** stated the Planning Commission held its hearing for this on February 20. After some discussion the Planning Commission did recommend approval of the special use permit with four stipulations.

**Mr. Hickok** stated the Planning Commission had several questions regarding occupancy of this building and how it relates to the amount of parking that is available. Staff reviewed this inquiry with the City's Building Official, Ron Julkowski, who indicated the Knights of Columbus use was an "A" occupancy according to the Building Code which is an assembly use; and is the most restrictive in terms of what all is required in the building and its construction. The building's existing system should be more than adequate for the proposed use. This is a "B" occupancy in an "A" building. In other words, the "B" occupancy would have fewer restrictions on the construction; and the subject building was constructed to an "A" standard.

**Mr. Hickok** stated Mr. Julkowski also stated that because there is a change in use, the building will have to comply with all Code provisions. City staff recommends approval of this special use permit.

**Councilmember Varichak** asked where their facility is now.

**Mr. Hickok** replied, there is a facility. He deferred it to the petitioner.

**Councilmember Varichak** asked how Friday, Saturday, and Sunday were chosen versus Monday through Thursday for the classes.

**Mr. Hickok** deferred to the petitioner.

**Councilmember Varichak** asked since they have worship on Fridays from 12 to 2, where do they worship now.

**Mr. Hickok** replied, that is at the facility where they are located as well.

**Councilmember Varichak** asked if they do get this facility, then there will be no activity Monday through Thursday.

**Mr. Hickok** replied he would also defer this to the petitioner. Staff is saying the petitioner is identifying when demands are going to be placed on this building but, like any business, they

hope for their success and growth. If they have events on other days, they would expect them to be able to use the building at that time also.

**Councilmember Varichak** asked if there are three classrooms with total of 45 students at the facility on a Friday and each one drove, then that would leave less than 100 people who could use that facility because they allow for 155 parking spots. However, at this facility they are saying it can hold up to 300. How does staff do that calculation?

**Mr. Hickok** replied, it is something they have discussed at length with the petitioner. They are aware that if parking becomes a problem, the special use permit does come back to be revisited, and they may need to make some other choices. They do believe the facility, with what they know about their gatherings, will serve them well.

**Councilmember Varichak** asked at the facility they are at now do they serve the 150 to 300 people

**Mr. Hickok** replied, one of the reasons why they were looking for a new facility is they needed the extra room.

**Councilmember Varichak** stated she received a couple of phone calls since the Planning Commission meeting. The two people who contacted her are very concerned about the parking at the site. They noticed when it was the KC Hall at their events people parked on the street in the neighborhood. People came through their neighborhood to the site. Is there any way to get the people to just get on Highway 65 and come in that way instead of going down neighborhood streets? With the apartment buildings over there, there is a lot of traffic in that area. That was a main concern of the two neighbors who contacted her.

**Mr. Hickok** stated the City can encourage them. He thinks it is important the concern of the neighbors be on the record. To the extent that they can, the petitioner should direct their congregation to use the main entrance into the drive off of Highway 65 to limit the neighborhood activity and disruption. If Councilmember Varichak feels strongly enough about it of course, they could stipulate that be done. One of the things he cautions though is enforcement of it. A GPS or any number of other things could cause them to come down a street rather than off from the highway. They would not want to create something so immediately as an enforcement issue. The beauty of a special use permit is, if those issues become real, the neighbors have a problem with it and staff observes it and is able to document it, a special use permit comes back for Council review and it only works as long as it works. A special use permit really is a contract, and there are stipulations that need to be complied with. There have been very few times in history where the City has had to revoke a special use permit for an owner's inability to comply.

**Councilmember Bolkcom** stated this is not a grocery store. It is not like someone is going to suddenly come there. They have a little more latitude and it might make sense to put it in as a stipulation. They had some issues on Main Street where people were coming down other streets, and the City actually worked with some of those businesses. This is a place of worship and is also a university. There could be a stipulation put in place, and obviously, the petitioner can



respond to that. They will probably be having the same worshippers coming to this facility over and over.

**Councilmember Varichak** stated she has a hard time with it being a church and it comes off the tax roll. Real estate properties are now moving better, and she would really not like to see it come off the tax roll. There are other businesses that might step forward and might want to use that facility as a use where the City would receive property taxes from it.

**Mr. Hickok** replied, she does need to be very careful, as it is related to religious activity and there are RLUIPA laws relative to religious institutions wanting to locate in an area. That in and of itself would not be a reason for her to deny this. If they are interested and meet the demands of the building (are able to buy the building, etc.), it really is not a lot different from the assembly hall that was here. An assembly hall and a church are so similar that by use alone it does not disqualify them.

**Samer Alamy**, Islamic University of Minnesota, stated the Islamic University of Minnesota is currently located at the Islamic Culture Community Center in Northeast Minneapolis, on Central and 26<sup>th</sup> Avenues. They occupy the third floor. They have the classrooms and offices in there and they share the prayer area on the main floor. They have always had the parking issue there also. The prayer is flexible. They have two shifts, 12:00 p.m. and 1:00 p.m. Usually the prayer service for Friday, the main prayer, is about 35 minutes, so there is a gap for people to leave the parking lot. Most of the prayer halls in the Twin Cities have two services because of the crowd. They do not see parking as an issue at the beginning; however, if it becomes an issue, they definitely will look into that, because one of the stipulations is no parking out of the parking lot. No off-street parking. They usually have people directing people in and out. Very few people know of the back road access at this time. Where parking has been an issue in the past, they have put up posters and maps with routing. He suggests instead of putting a stipulation in as far as not using the other roads is to wait and see if it becomes a problem.

**Councilmember Varichak** stated that would be hard to determine, because Mr. Alamy may not think of it as a problem.

**Mr. Alamy** stated he understands. That is just his personal suggestion. As far as the reason the classes are on Friday, Saturday, and Sunday, most of the students who are on campus are working full-time during the week.

**Councilmember Bolkcom** asked what the hours are for the classes.

**Mr. Alamy** replied, between 6:00 p.m. and 9:00 p.m. on Friday. He believes the classes on Saturday and Sunday start at 11:00 a.m. and end at 6:00 p.m. They will also have offices there. The office workers, such as the dean and receptionist, would be there during the week during normal working hours.

**Councilmember Bolkcom** stated going back to the worship times. She was okay with one time people going in and out. However, is the petitioner is saying they might have to divide it up depending on the number of worshippers?

**Mr. Alamy** replied, they already do it at multiple other facilities.

**Councilmember Bolkcom** stated that is just added traffic if you have two different worship services. She can just imagine with all those people leaving and others coming in, it does become a bigger traffic safety issue.

**Mr. Alamy** stated the suggestion for the two worship times is only if traffic and parking becomes an issue.

**Councilmember Bolkcom** asked, right now they are only anticipating just one time.

**Mr. Alamy** replied, correct.

**Councilmember Bolkcom** asked if the worshippers are the same, could they put something in their bulletin saying, "This is the preferred traffic route" and ask them not to go through the neighborhood, because after all they want to exist and want to be good neighbors.

**Mr. Alamy** replied, yes. The congregation is actually almost the same. They do have posters throughout the building already.

**Councilmember Bolkcom** stated he could actually put something out to the congregation that there is a concern from the neighborhood about safety and the preferred route is to come down Central and not through the neighborhood. That is something that could happen?

**Mr. Alamy** replied, that is correct.

**Councilmember Bolkcom** asked is there any expansion room for parking spaces on the subject property now.

**Mr. Hickok** replied, it is pretty well built right now in terms of parking spaces. Another option if they find they need more is to perhaps look into parking at the office building. They could possibly enter into some sort of a crossover agreement. That would have to happen first of course.

**Councilmember Bolkcom** asked the petitioner if he anticipates going over 300. Do they normally see two or three people in a car together because of the distance they are coming? It seems that everyone nowadays is driving their own vehicle. She is concerned it is going to go out into the neighborhood.

**Mr. Alamy** replied that is one of the stipulations. That is not going to happen, because it is not allowed. This will be made very clear. If this congregation goes beyond the limits of the building, just like they grew out of the building they are in now, they are just going to have to find another spot.

**Councilmember Bolkcom** asked Mr. Hickok to explain more about the differences between an assembly "A" and assembly "B" related to the Code, the parking spaces, etc.

**Mr. Hickok** replied that is related to occupancy. The land use part relative to the size of the building and its relationship to the parking is a planning thing. The occupancy of the building has to do with things like exiting, the function of the building, the structure and the sprinkling, etc. The most restrictive would be an "A" type building; and this is an "A" type building. The building is more than adequate to serve the needs of the demands that will be placed on it. The one thing the petitioner has to do is keep cognizant of the fact there is occupancy regulations for certain areas. There is a posting for this room, for example, and in the conference room showing how many people can be in there.

**Councilmember Bolkcom** asked Mr. Hickok, he is saying though the land use does not relate to the number of parking spaces. Meaning it is going to be a prayer hall and a university. It is more related to the parking space?

**Mr. Hickok** replied, not exactly. There is a crossover there between the building codes and what it requires for assembly. However, the relationship between the size of the building and the number of parking stalls is purely a planning thing. The building code does really address how many parking spaces there are relative to this space. That really is more of a land use and planning regulation. When you are talking about occupancy of a building, that is all going to need to be measured and is going to have to be met in terms of the building code. As mentioned in the staff report, they are not doing any modifications to the exterior of the building, but there will be some to the interior of the building. Therefore, that will need to meet all of the building permit requirements.

**Councilmember Bolkcom** asked when it was the Knights of Columbus, was the parking space adequate?

**Mr. Hickok** replied no. They were spilling out onto the street and not doing what was required. Apparently it was not that often or the City would have heard and would have been regulating that and correcting that.

**Councilmember Bolkcom** stated but that was not on a regular basis.

**Councilmember Bolkcom** asked Mr. Hickok, would the subject property qualify for rezoning? Also, was anything mentioned about any type of rezoning in the 2030 Comprehensive Plan?

**Mr. Hickok** replied, in and of itself the property could not qualify for rezoning. You would not want to spot zone just that property. It is one spot down from the intersection. As to the land use planning, Council makes the ultimate decision in the land use planning decisions in the Comprehensive Plan; however, building another commercial node along a linear corridor like that goes backwards. It was evaluated but was not recommended.

**Councilmember Bolkcom** asked if there is any way they could be more filtered from the neighborhood by maybe doing more landscaping or would that take away more parking spots?

**Mr. Hickok** replied, the building and parking, etc., meet the code requirements. It met all the setback requirements and landscaping of the time. In the City's code, if they are going to add over three parking spaces, it has an impact on landscaping. They are not going to add more. They do not need to address additional landscaping. If the City were to suggest something, he is not sure what effectively could be done.

**Mayor Lund** asked, in MnDOT's impending redo of Highway 65, is there any discussion of closure of the intersection just north of this site.

**James Kosluchar**, Director of Public Works, replied, he is talking about 68<sup>th</sup> Avenue and Trunk Highway 65 and indeed they are reviewing and the possibility of having the median closed.

**Mayor Lund** stated that would make that a right in, right out.

**Mr. Kosluchar** replied, that is correct.

**Mayor Lund** stated even if they were not doing that closure of the median, it further reduces the accessibility in and out of that. He is a little cautious here in thinking you have a lot of people leaving after a service, 100 cars or more. They are going to be in an uncontrolled intersection. Most safety and traffic moving experts would say they should be going south through the neighborhood to get to the stoplight on Mississippi and Highway 65 where it is controlled. He is not encouraging them to move through those couple of blocks of residential, but they all have to learn to be neighborly. He would expect if this happens, the Islamic University would be considerate of the neighborhood, maintaining the speed limit, etc. We all have to get along. This is a fully-developed community. They would like to see it as a taxable property; however, he understands there are very clear laws about churches and schools and this does meet the zoning.

**Councilmember Bolkcom** asked are they doing a disservice to the neighborhood by approving a special use permit if that truly does happen with MnDOT. They are directing a bunch of traffic through a neighborhood that has not had that amount of traffic. She asked Mr. Kosluchar whether there is a pretty good possibility that would happen.

**Mr. Kosluchar** replied, he cannot speak for MnDOT, but he knows they have done some accidents, crash and safety analysis, and it does raise the level of concern to the point where they are looking at this.

**Mayor Lund** stated he does think this is a reasonable use of the property. To most people, there should be an expectation there is going to be a reasonable use of that facility at some point in time. A grocery store would not be a good use. He does not think a restaurant would want to go in there frankly because of the accessibility issues. Certainly, they could say, no, but he thinks this is a reasonable use and they can still use the right in and right out if they close that intersection. That is a safety move. His old neighborhood has one ingress and egress and it comes off that frontage road by Columbia Arena when it was in operation. There was an



onslaught of people coming and going in a very quick period of time. There was some inconvenience.

**Councilmember Bolkcom** asked but what was there first, his house or the arena. It is a different story if your house was there first.

**Councilmember Saefke** stated he has no objection whatsoever. He is concerned about the traffic flow in and out of there. As long as the potential purchaser of the property is fully aware of the fact MnDOT may close off that center median and there may be only right in/right out access to the worship area and school, it is up to the buyer. It is up to the petitioner whether they can live with that type of traffic flow. It is a perfectly good use of that property. He is fully cognizant of the statutes regarding religious and non-profit purchases.

**Mr. Alamy** stated, they were not aware of MnDOT was closing the median off.

**Councilmember Bolkcom** stated granted, they have to have a reason to deny a special use permit but they have to think of traffic control and safety issues for the people who live there.

**Mr. Hickok** stated there is a building that exists right now that is in very good shape. It is in too good of shape to consider purchasing for demolition. It is a building that had an assembly use there before, and it had parking there that accommodates quite an assembly use. If you take this use out of it completely, whether they are talking about this use or some other school or some other sort of fellowship hall that wants to have it, the building is set up for this. It is set up to accommodate an assembly. It is set up with a number of parking spaces to give you an opportunity to have quite a large assembly. And whether it is this use or whether a school of another use or another fraternal organization, they are going to deal with the future closing of the roadway, traffic going through the neighborhood and having to instruct their people. Therefore, it is really not about this use, it is about a building that is going to be there. He can assure them it is too expensive to buy and tear down and put another use on there. It is going to be an assembly hall and people will be coming to it, and it will be a matter of people directing people to get there the right way.

**MOTION** by Councilmember Varichak to adopt Resolution No. 2013-18 with the following four stipulations:

1. The petitioner to obtain all necessary permits prior to interior alteration of the building.
2. The petitioner to meet all building, fire, and ADA code requirements.
3. If on-site parking becomes inadequate and the use requires on-street parking, the Petitioner shall appear before the City Council for further review and potential amendment of the stipulations for the special use permit.
4. Per Section 205 of the Fridley City Code, this Special Use Permit will become null and void one year after the City Council approval date if work has not commenced or if the Petitioner has not petitioned the City Council for an extension.

Seconded by Councilmember Saefke.

**UPON A VOICE VOTE, ALL VOTING AYE, MAYOR LUND DECLARED THE MOTION CARRIED UNANIMOUSLY.**

**9. Resolution Approving Special Use Permit Request, SP #13-03, for the Pet Vet, on Behalf of Barna Holding Company LLC, the Property Owner, Generally Located at 7500 University Avenue NE (Ward 3).**

**Mr. Hickok** stated petitioner is seeking a special use permit to allow a veterinary clinic within a portion of a building located at 7500 University Avenue NE. Petitioner plans to relocate his business in the building at 7420 University Avenue NE to the subject property to gain additional space. They would like to use tenant space, "Bay C", in the building. It is a 3,200 square foot space inside. The business provides preventative health care, examinations, and treatment to its patients. To the left of Bay C is the post office.

**Mr. Hickok** stated City Code does allow animal clinics in the C-2, General Business, district with a special use permit. Based on the square footage of the building, the petitioner will be leasing the space that also comes with 13 parking stalls. There are 64 parking stalls on the site; therefore, it provides more than adequate parking not only for this use but future uses.

**Mr. Hickok** stated with any type of animal facility, there may be questions and concerns regarding noise and odor. The City does have an animal control ordinance which defines at which point animal noise becomes a nuisance, and the City can also address odors and property maintenance complaints through its zoning code requirements and enforcement practices. It is incumbent upon of a veterinary facility like this to have space for the pets outdoors and to keep that area neat and clean.

**Mr. Hickok** stated the Planning Commission discussed this at their February 20 meeting and unanimously recommended approval of this special use permit subject to seven stipulations.

**Councilmember Bolkcom** asked if there would be green space or something else.

**Mr. Hickok** pointed out on the map the location of a 900-square foot dog walk area. They are taking out a few additional parking stalls in order to give enough green space. They are very specific that the area around the mailboxes is not the pet walking area. It needs to be some other area, and it was deemed appropriate to create their pet space in the corner, and it needs to be kept neat and tidy by the veterinary clinic.

**Councilmember Bolkcom** asked if she had a dog and brought it to the clinic and the dog had to relieve himself, would she run the dog outside because there is no place inside.

**Mr. Hickok** stated you would probably want to walk your dog back there before going inside the building, because otherwise accidents can occur. There will be directional information which they talked about with the petitioner so people know there is a dog area they can go to.

## RESOLUTION NO. 2013-18

### A RESOLUTION APPROVING SPECIAL USE PERMIT SP# 13-02 FOR MEDINA REALITY INC., ON BEHALF OF THE PROPERTY OWNER, BRIDGEWATER BANK, FOR THE ISLAMIC UNIVERSITY OF MINNESOTA, GENERALLY LOCATED AT 6831 HWY 65 NE

WHEREAS, Section 205.09.1.C.(1) of Fridley City Code allows churches in the R-3, General Multiple Dwellings zoning district by a special use permit if certain conditions can be met; and

WHEREAS, Section 205.09.1.C.(2) of the Fridley City Code allows private schools in the R-3, General Multiple Dwellings zoning district by a special use permit if certain conditions can be met; and

WHEREAS, on February 20, 2013, the Fridley Planning Commission held a public hearing to consider a request by Medina Reality Inc., on behalf of the property owner, Bridgewater Bank, for the potential buyer, Islamic University of Minnesota, of the property generally located at 6831 Hwy 65 NE in Fridley, legally described in the attached Exhibit A, for Special Use Permit SP# 13-02 to allow an Islamic University and Worship Space; and

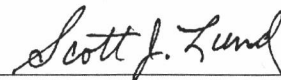
WHEREAS, the Planning Commission recommends approval of Special Use Permit, SP #13-02 subject to the stipulations set forth in Exhibit B; and

WHEREAS, on March 11, 2013, the Fridley City Council approved the stipulations represented in Exhibit B to this resolution as the conditions on Special Use Permit SP# 13-02; and

WHEREAS, the petitioner, was presented with Exhibit B, the stipulations, at the March 11, 2013 City Council meeting;

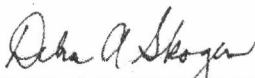
NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Fridley that Special Use Permit SP# 13-02 and stipulations represented in Exhibit B are hereby adopted by the City Council of the City of Fridley.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FRIDLEY THIS  
11<sup>TH</sup> DAY OF MARCH, 2013.**



SCOTT J. LUND – MAYOR

ATTEST:



DEBRA A. SKOGEN – CITY CLERK

## EXHIBIT A

### **SP# 13-02 Special Use Permit for a Private School and Church Use Islamic University of Minnesota, Generally located at 6831 Hwy 65 NE, Fridley, MN**

#### **Legal Description**

Lot 1, Block 1, Harstad Addition, according to the map or plat on file and of record in the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The South 95 feet of the north 285 feet, front and rear of Lots 14 and 15, except the west 22 feet of the south 95 feet of the north 285 feet of Lot 14, "Brookview" Addition, Anoka County, Minnesota.

AND

Outlot 1, Harstad Addition, according to the map or plat on file and of record on the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The south 150 feet of Lot 18, Brookview, Anoka County, Minnesota.  
Torrens Property  
Certificates of Title Nos. 28740, 62974, and 33650.



## **EXHIBIT B**

### **SP# 13-02 Special Use Permit for a Private School and Church Use Islamic University of Minnesota, Generally located at 6831 Hwy 65 NE, Fridley, MN**

#### **Stipulations:**

1. The petitioner shall obtain all necessary permits prior to interior alteration of the building.
2. The petitioner shall meet all building, fire, and ADA code requirements.
3. If on-site parking becomes inadequate and the use requires on-street parking, the petitioner shall appear before the City Council for further review and potential amendment of the stipulations for the special use permit.
4. Per Section 205 of the Fridley City Code, this Special Use Permit will become null and void one year after the City Council approval date if work has not commenced or if the Petitioner has not petitioned the City Council for an extension.



514611.006

STATE OF MINNESOTA )

CITY COUNCIL PROCEEDINGS  
SPECIAL USE PERMIT

COUNTY OF ANOKA )

CITY OF FRIDLEY )

In the Matter of: A Special Use Permit, SP #13-02

Owner: Bridgewater Bank

The above entitled matter came before the City Council of the City of Fridley and was heard on the 11<sup>th</sup> day of March, 2013 on a petition for a special use permit pursuant to the City of Fridley's Zoning Ordinance, for the following described property:

Consideration of a Special Use Permit, SP #13-02, by Medina Realty Inc., Samer Alamy on behalf of the Islamic University of Minnesota, to allow a private school use with worship space at the building located at 6831 Highway 65 NE. For Legal Description see Attached Exhibit A of Resolution #2013-18.

IT IS ORDERED that a special use permit be granted as upon the following conditions or reasons:

Approved with 4 stipulations. See Resolution number 2013-18.

STATE OF MINNESOTA )

COUNTY OF ANOKA )  
CLERK

OFFICE OF THE CITY

CITY OF FRIDLEY )

I, Debra A. Skogen, City Clerk for the City of Fridley, with and in for said City of Fridley, do hereby certify that I have compared the foregoing copy and Order granting a special use permit with the original record thereof preserved in my office, and have found the same to be a correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at the City of Fridley, Minnesota, in the County of Anoka on the 22nd day of March, 2013.

DRAFTED BY:

City of Fridley  
6431 University Avenue N.E.  
Fridley, MN 55432

  
\_\_\_\_\_  
Debra A. Skogen, City Clerk

(SEAL)

## RESOLUTION NO. 2013-18

### A RESOLUTION APPROVING SPECIAL USE PERMIT SP# 13-02 FOR MEDINA REALITY INC., ON BEHALF OF THE PROPERTY OWNER, BRIDGEWATER BANK, FOR THE ISLAMIC UNIVERSITY OF MINNESOTA, GENERALLY LOCATED AT 6831 HWY 65 NE

WHEREAS, Section 205.09.1.C.(1) of Fridley City Code allows churches in the R-3, General Multiple Dwellings zoning district by a special use permit if certain conditions can be met; and

WHEREAS, Section 205.09.1.C.(2) of the Fridley City Code allows private schools in the R-3, General Multiple Dwellings zoning district by a special use permit if certain conditions can be met; and

WHEREAS, on February 20, 2013, the Fridley Planning Commission held a public hearing to consider a request by Medina Reality Inc., on behalf of the property owner, Bridgewater Bank, for the potential buyer, Islamic University of Minnesota, of the property generally located at 6831 Hwy 65 NE in Fridley, legally described in the attached Exhibit A, for Special Use Permit SP# 13-02 to allow an Islamic University and Worship Space; and

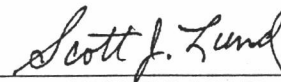
WHEREAS, the Planning Commission recommends approval of Special Use Permit, SP #13-02 subject to the stipulations set forth in Exhibit B; and

WHEREAS, on March 11, 2013, the Fridley City Council approved the stipulations represented in Exhibit B to this resolution as the conditions on Special Use Permit SP# 13-02; and

WHEREAS, the petitioner, was presented with Exhibit B, the stipulations, at the March 11, 2013 City Council meeting;

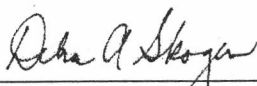
NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Fridley that Special Use Permit SP# 13-02 and stipulations represented in Exhibit B are hereby adopted by the City Council of the City of Fridley.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FRIDLEY THIS  
11<sup>TH</sup> DAY OF MARCH, 2013.**



SCOTT J. LUND – MAYOR

ATTEST:



DEBRA A. SKOGEN – CITY CLERK

## **EXHIBIT A**

### **SP# 13-02 Special Use Permit for a Private School and Church Use Islamic University of Minnesota, Generally located at 6831 Hwy 65 NE, Fridley, MN**

#### **Legal Description**

Lot 1, Block 1, Harstad Addition, according to the map or plat on file and of record in the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The South 95 feet of the north 285 feet, front and rear of Lots 14 and 15, except the west 22 feet of the south 95 feet of the north 285 feet of Lot 14, "Brookview" Addition, Anoka County, Minnesota.

AND

Outlot 1, Harstad Addition, according to the map or plat on file and of record on the Office of the Registrar of Titles, Anoka County, Minnesota.

AND

The south 150 feet of Lot 18, Brookview, Anoka County, Minnesota.  
Torrens Property  
Certificates of Title Nos. 28740, 62974, and 33650.



## **EXHIBIT B**

### **SP# 13-02 Special Use Permit for a Private School and Church Use Islamic University of Minnesota, Generally located at 6831 Hwy 65 NE, Fridley, MN**

#### **Stipulations:**

1. The petitioner shall obtain all necessary permits prior to interior alteration of the building.
2. The petitioner shall meet all building, fire, and ADA code requirements.
3. If on-site parking becomes inadequate and the use requires on-street parking, the petitioner shall appear before the City Council for further review and potential amendment of the stipulations for the special use permit.
4. Per Section 205 of the Fridley City Code, this Special Use Permit will become null and void one year after the City Council approval date if work has not commenced or if the Petitioner has not petitioned the City Council for an extension.

ANOKA COUNTY MINNESOTA

Document No.: 514611.006 TORRENS

Item 3.

I hereby certify that the within instrument was filed in this  
office for record on: 03/25/2013 12:38:00 PM

Fees/Taxes In the Amount of: \$86.00

LARRY W. DALIEN

Anoka County Property Tax

Administrator Recorder Registrar of Titles

CGT, Deputy

Record ID: 2587318

**EXHIBIT B****SP# 13-02 Special Use Permit for a Private School and Church Use  
Islamic University of Minnesota, Generally located at 6831 Hwy 65 NE, Fridley, MN****Stipulations:**

1. The petitioner shall obtain all necessary permits prior to interior alteration of the building. *OK*
2. The petitioner shall meet all building, fire, and ADA code requirements. *OK*
3. If on-site parking becomes inadequate and the use requires on-street parking, the petitioner shall appear before the City Council for further review and potential amendment of the stipulations for the special use permit. *on-going*
4. Per Section 205 of the Fridley City Code, this Special Use Permit will become null and void one year after the City Council approval date if work has not commenced or if the Petitioner has not petitioned the City Council for an extension. *work has commenced, we is occupying the bldg.*

*8/20/14 SS*



# AGENDA REPORT

**Meeting Date:** February 12, 2024

**Meeting Type:** City Council Conference Meeting

**Submitted By:** Danielle Herrick, City Manager Intern

## Title

2023 Year End Review and 2024 Forecast of City Commissions

## Background

Commissions and city councils share an important relationship that drive city initiatives forward. The City of Fridley (City) has five commissions: Charter Commission, Environmental Quality and Energy Commission (EQEC), Housing and Redevelopment Authority (HRA), Parks and Recreation Commission, and Planning Commission.

The commissions are made up of knowledgeable residents, professionals, and community members who volunteer their time and expertise to advance City goals around housing, sustainability, land use, recreation and more.

As we move into 2024, staff liaisons were asked to summarize the key accomplishments of the commissions in 2023 and highlight goals for 2024.

### Charter Commission

In 2023, the Charter Commission conducted seven meetings where they interviewed and recommended new members, participated in parliamentary procedure training, approved updates to the Elections chapter of the City Charter, and formally adopted Commission bylaws.

In 2024, the Commission has accepted four new members. The Commissions' priorities are to review and propose updates to dated Charter chapters, aligning them with City style guidelines and State standards. The Commission has also established an annual joint meeting with the City Council to facilitate collaboration.

### Environmental Quality and Energy Commission

In 2023, the EQEC provided feedback and support on sustainability initiatives with a focus on outreach, energy plan implementation, and grant pursuits. They drafted letters supporting three grant applications and made code revision recommendations related to sustainability.

## Vision Statement

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

In 2024, priorities include continued advisory roles on the City's recodification process, outreach, and sustainability planning and feasibility studies. EQEC members are exploring how to encourage Fridley residents to reduce waste during construction projects.

### **Housing and Redevelopment Authority**

In 2023, The HRA achieved two major legislative successes at the state level. First, they secured \$4 million in funding for the 57th Avenue overpass project. Second, they obtained special legislation allowing the HRA to receive a portion of the Northern Stacks Tax Increment Financing (TIF) revenue over five years. The HRA also acquired the remaining parcels to redevelop the Old Central/Mississippi area and will prepare the site for a development partner in 2024.

In 2024, the community will see improvements to the Housing Loan Programs. Those include lowered interest rates on Home Improvement Loans, expanded opportunities for First Time Homebuyers and income limits on our senior deferred loans. The Commission has joint meetings with the City Council to facilitate collaboration. The Old Central/Mississippi redevelopment project remains a top priority, with plans to secure a development partner to begin transformation of the site acquired in 2023.

### **Parks and Recreation Commission**

In 2023, the Parks and Recreation Commission provided crucial input that informed the final designs and equipment purchases for several park projects - Edgewater Gardens Park, Plymouth Square Park, Sylvan Hills Park, and Logan Park. Additional 2023 accomplishments include touring Locke Park and making improvement recommendations, as well as reviewing facility rental fees and use policies for parks facilities like the Moore Lake Community Building.

In 2024, the Commission will serve in an advisory role for the Commons Park project, make recommendations on 2025 neighborhood park projects, and assist with planning the Moore Lake Park grand opening. The Commission has requested the opportunity to meet with the Council to discuss priorities and expectations.

### **Planning Commission**

In 2023, the Planning Commission reviewed and recommended updates to two key ordinances - the Mississippi River Corridor Critical Area regulations and the interim use permit policy. They considered several major land use applications, most notably recommending approval for the Moon Plaza affordable housing redevelopment. Other 2023 projects included replats of the Waterworks site and former Goodwill property.

In 2024, the Planning Commission will play an advisory role in the major undertaking of recodifying the zoning code. The City Council has been invited to the recodification kick-off meeting in late February. Additionally, the Planning Commission will work closely with the HRA on several redevelopment initiatives throughout the city.

## **Vision Statement**

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





# AGENDA REPORT

**Meeting Date:** February 12, 2024

**Meeting Type:** City Council Conference Meeting

**Submitted By:** Danielle Herrick, City Manager Intern  
Melissa Moore, City Clerk

## Title

Data Practices Policy Update

## Background

The Minnesota Government Data Practices Act (MGDPA), M.S. § 13, is a state law that controls how government data are collected, created, stored, used and released. The MGDPA sets out certain requirements requiring the City to update its Data Practices Policy (Policy) relating to the right of the public to access government data, the rights of individuals who are the subjects of government data, not public data protection and not public data inventory.

Formatting and restructuring changes have been made to the policy in order to make it approachable and understandable for both staff and the public. Below is a summary of key updates:

### Data Practices Contacts:

#### Current

Does not explicitly list the name nor the contact information for the Responsible Authority, Compliance Officers nor Designees.

#### Proposed Changes

Explicitly names and provides the contact information for the City Clerk as the Responsible Authority and various staff as Compliance Officers and Designees.

### Standing Requests:

#### Current

Allows standing requests.

#### Proposed Changes

Does not allow standing requests.

### Fee Schedule:

#### Current

Sets parameters for what fees may be charged, but does not set a fee schedule outlining the actual fees.

#### Proposed Changes

Establishes fees for copies of regularly requested data. This tool will be used by staff and the public to ensure transparency in costs associated with data requests.

## Vision Statement

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

An anticipated timeline for the approval of the Policy could be:

- February 26: Council will adopt the Policy
- February 27: The Policy becomes effective

#### **Focus on Fridley Strategic Alignment**

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<input type="checkbox"/> Vibrant Neighborhoods & Places	<input type="checkbox"/> Community Identity & Relationship Building
<input type="checkbox"/> Financial Stability & Commercial Prosperity	<input type="checkbox"/> Public Safety & Environmental Stewardship
<input checked="" type="checkbox"/> Organizational Excellence	

#### **Attachments and Other Resources**

- 
- City of Fridley Data Practices Policy

#### **Vision Statement**

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



# DATA PRACTICES POLICY

## Purpose

The Minnesota Government Data Practices Act (MGDPA), and Chapter 12 of the City Charter govern all data and similar information collected, created, received, maintained, or disseminated by the City of Fridley (City).

The MGDPA provides that the City must maintain all Government Data in a manner that makes it easy for public inspection and access. The MGDPA regulates what information may be collected, who has access to that information, the duties of government personnel in administering its provisions, procedures for access to and classifying data, civil penalties for violations and the fees associated with fulfilling any request for Government Data.

Pursuant to Minnesota Statutes (M.S.) Chapter 13, this Data Practices Policy (Policy) addresses the requirement for a **Public Data Access Policy, Data Subject Rights and Access Policy, Not Public Data Protection Policy, and Not Public Data Inventory** as required by the MGDPA, the Minnesota Department of Administration and other State agencies.

If you have questions about the information in this Policy, contact a member of the City Clerk's Office at 763-572-3450 or [CityClerk@FridleyMN.gov](mailto:CityClerk@FridleyMN.gov).

## Data Practices Contacts

### The City's Responsible Authority is:

Melissa Moore, City Clerk  
7071 University Ave., N.E.  
Fridley, MN 55432  
763-571-3450  
[Melissa.Moore@FridleyMN.gov](mailto:Melissa.Moore@FridleyMN.gov)

As Responsible Authority, the City Clerk orders the following individuals as data practices compliance official and designees.

Beth Kondrick, Deputy City Clerk  
763-572-3573  
[Beth.Kondrick@FridleyMN.gov](mailto:Beth.Kondrick@FridleyMN.gov)

Becca Hellegers, Employee Resources Director  
763-572-3507  
[Becca.Hellegers@FridleyMN.gov](mailto:Becca.Hellegers@FridleyMN.gov)

Andrew Todd, Lieutenant  
(651) 253-4729  
[Andrew.Todd@FridleyMN.gov](mailto:Andrew.Todd@FridleyMN.gov)

## Definitions

This Policy hereby incorporates by reference and adopts the definitions of M.S. § 13.02 and Minnesota Rules 1205.0200.

**Government Data:** all data created, collected, received, maintained, or disseminated by any government agency or contractor regardless of the data's physical form, storage media or conditions of use.

**Responsible Authority:** City Clerk for the City of Fridley. The duties of the Responsible Authority include controlling the collection, use and dissemination of government data. The Responsible Authority is charged with classifying, maintaining and securing City government data; responding to data requests; resolving disputes related to data; and all other duties set forth in the MGDPA.

**Data Practices Compliance Official (DPCO):** authorized staff who receive and respond to questions or concerns about data practices problems, including problems in obtaining access to data the entity keeps, responsible for responding to questions or concerns regarding the MGDPA.

**Designee:** any City employee designated by the Responsible Authority to be in charge of individual files or systems containing government data, and to receive and comply with data requests.

**Proof of Identification:** Acceptable forms of identification may include, but are not limited to: driver's license, a state-issued ID, a tribal ID, a military ID, a passport, a certified copy of a birth certificate, a certified copy of a court order or any other form of identification deemed appropriate to verify identity.

## Classification of and Access to Data

Unless otherwise designated by the MGDPA, other applicable statute, or temporary classification, all data that is collected, created, received, maintained, or disseminated by the City is presumed to be public, regardless of format.

All government data is divided into three general classifications: (1) data on individuals; (2) data not on individuals; and (3) data on decedents. Each classification has three subcategories that determine who may access data. **In all three classifications, public data is accessible by anyone.**

The League of Minnesota Cities developed the following chart for clarity:

<b>Data on Individuals</b>	<b>Data not on Individuals</b>	<b>Data on Decedents</b>	<b>Access?</b>	<b>Example</b>
Public	Public	Public	Anyone	Name on an application for a license from the City
<b>Not Public</b>				
Private	Non-Public	Private	Data subjects, individuals with authorization from the data subject, and government employees and officials with a business need to know.	Social Security Number Driver's License Number Performance Evaluation Body Worn Cameras
Confidential	Protected Non-Public	Confidential	Only government employees and officials with a business need to know.	Identity of mandated reporter of child abuse or neglect.  Data related to an active civil or criminal investigation that would impede said investigation.  Audit data on individuals before final report.  Body Worn Cameras

## External Agencies

Contractors with the City are generally required to comply with the MGDPA. However, the City may not be in possession of said data. All Contractors will be required to collect, maintain, store and disseminate data in compliance with this Policy and the MGDPA. Contractors are required to notify the City Clerk if a request for data is received, but the Contractor will be required to respond to said request.



# Public Data Access

All Government Data, regardless of its format, is presumed to be public, unless the MGDPA or other applicable law says otherwise. The MGDPA also requires the City to maintain and store Government Data in a way that makes it easily accessible by members of the public.

## Right to Access Public Data

The City cannot require a requester to identify themselves or explain the reason for a data request. However, depending on how the requester wishes to receive the data, the City may need some information about the requester. If the requester chooses not to provide any identifying information, staff will provide them with contact information so they may check on the status of the request. In addition, if the City does not understand the request and has no way to contact the requester, it will not be able to process the request.

## Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. The City will create summary data if you request it in writing and pre-pay for the cost of creating the data.

## How to Request Public Data

Follow the instructions in the [How to Request Government Data](#) section.

# Data Subject Rights

This section of the Policy applies to these people or entities who are the subject of data that is collected, maintained, and/or disseminated by the City. In the normal course of business, the City collects, maintains, and disseminates Government Data from members of the public, public and private entities, its employees, and others who interact with the City. The MGDPA governs the rights that data subjects have related to the data that the City collects, maintains, and disseminates. The City has established procedures to assure that all data on individuals is accurate, complete, and current for the purposes for which it was collected.

## Access

Data subjects have the right to inspect, free of charge, any public *and* private data that the City maintains about them. If asked, the City will tell you whether data is kept about you and whether that data are public, private, or confidential. See [Classification of Data](#) section above for more information about the classifications.

Parents have the right to inspect or get copies of the public and private data that the City collects, maintains, or disseminates about the parent's minor child(ren) (under the age of 18). Legal guardians have this same right related to the minors for whom they are appointed as guardian.

Minors have the right to request the City not to give data about them to their parent or legal guardian, and the City is required to inform a minor of this right. The City does have the authority to deny such a request based on the minor's best interests. Minors do not have the right to make this request if the data at issue is educational data maintained by an educational agency or institution.

To request data as a data subject, follow the instructions in the [How to Request Government Data](#) section.

## Informed Consent - When the City Collects Data

When the City collects data that may be not public, the City must give the data subject a notice, referred to as a Tennessean Warning. This notice gives a data subject information about why the City is collecting certain data, what the intended use of that data will be, and limits what the City can do with the data. The City cannot use or release the data for a purpose other than the purpose for which it was collected. The City must obtain written permission from a data subject before the City can use or release the data for any other purposes. This permission is called [Release of Information Consent](#) attached hereto.

## Challenging Accuracy and/or Completeness of Data

A data subject has the right to challenge the accuracy and/or completeness of the public and private data that the City maintains about that data subject. The data subject has the right to appeal any decision made on a challenge. A parent or guardian has the same rights related to the public or private data about the minor(s) for whom they are legally responsible.

# How to Request Data

Requesting access to government data is the same for members of the public and data subjects. To inspect data or request copies of data that the City maintains, a written request must be submitted using the [Data Request Form](#). The completed form must be submitted to the City Clerk, or their designee. Requests may be submitted in-person, mail or email.

The City cannot require a member of the public to provide identifying information or explain the reason for the data request. However, City staff may ask for identification information to (1) verify whether a requester is the subject of the requested data, or has authorized access, in order to access private or nonpublic data or (2) to obtain sufficient information for mailing the requested data (via U.S. Mail or electronic transmission).

For private data, the City Clerk, or their designee, may require proof of identification before responding to the data request pursuant to M.S. § 13.05 subd. 12. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. **If you do not provide proof that you are the data subject or have authorized access, we cannot respond to your request. Staff may request proof of identification be provided in-person.**

If the City does not understand a requester's data request and/or has no way to contact a requester, the City will not be able to process the data request.

## How the City Will Respond to a Data Request

Upon receiving a request, the City Clerk or their designee will process the request. If the City does not have the data being requested, the requester will be notified as soon as reasonably possible. If the City does have the data being requested, but the data is not available to the public, it will notify the requester as soon as reasonably possible and cite the specific statute(s) that classify any such data.

If the City has the data that is requested and the data are public, the City Clerk or their designee will respond to the request appropriately and within a reasonable amount of time by doing one of the following:

1. Arrange a date, time, and place to inspect data, for free, if the requester wishes to inspect the data;
2. Provide the requester with paper copies of the data if requested (a mailing address may be required if the requester asks for any data be mailed); or
3. Digitally transmit requested data to the requester.

Following our response:

1. If the requester does not make arrangement within 14 business days to inspect the data or pay for copies, the City will conclude the requester no longer wants the data and will consider the request closed.

The MGDPA does not require the City to create or collect new data in response to a data request or to provide data in a specific form or arrangement if the City does not keep the data in that form or arrangement. In addition, the MGDPA does not require the City to answer questions that are not requests for data.

If the requester is the data subject, the City must respond within 10 business days of the request, excluding Saturdays, Sundays and City holidays. If the requester is not the subject of the data, the City must respond in an appropriate and prompt manner, which is within a reasonable amount of time depending on the nature and extent of the request. The City Clerk, or their designee, will communicate with the requester regarding the nature of the request and what an appropriate response time may be.

## Standing Requests

The City will not accept standing requests for data. The City will require the requester to complete a new Data Practices Request Form to initiate a new request.

## Fees

The public has the right to look at (inspect), free of charge, all public data in the City's possession.

The MGDPA provides that, if a person requests copies or electronic transmittal of data, the City Clerk, or their designee, may require the requester to pay a fee, which will be calculated using one of the methods below. Regardless of which method is used, the City may not charge for separating public data from not public data.

The City Clerk may, through administrative policy, may choose to not charge for requests up to \$5, which may be revised not more than annually. Prepayment for copies is required.

### Fee Calculation Method No. 1: 100 or Fewer Paper Copies

If 100 or fewer pages of black and white, letter or legal-size paper copies are requested, the City will charge a per-page fee of not more than 25 cents for each page copied (50 cents for a two-sided copy). The City is authorized to charge only the per-page fee. This provision will not be interpreted to permit division of a single request into requests for copies of fewer than 100 pages in order to avoid charging a fee based on the actual costs of providing copies.

**Fees for data subjects will be calculated using Method No. 2.**

### Fee Calculation Method No. 2: Actual Cost

For more than 100 paper copies or other modes of sharing of data the City may charge the actual cost for an employee to search for and retrieve the data (charged in 15 minute increments). The City will not charge a minimum fee but reserves the right to calculate the cost to respond to the request.

The City may not assess a fee for labor costs (e.g., wages, benefits) that exceed those of the lowest-paid employee who could complete the task(s) performed.

Goods and services that will be charged to a requester:

- Employee time to search for and retrieve data for copying (*Entities cannot charge search for and retrieval time when the requester is the data subject*)
- Cost of media (paper, CD ROMs, DVDs, USBs, etc.)
- Mailing costs
- Staff time to prepare copies

- Costs of reproduction that cannot be done by the entity, such as photographs

Services that cannot be charged to a requester:

- Employee time to separate public from not public data (i.e., redaction)
- Operating expenses of a copier, such as electricity, wear and tear, etc.
- Costs not related to copying, such as preparing a fax cover sheet, invoice, etc.
- Sorting, reviewing, or verifying accuracy if not necessary for copying
- Sales tax or accounting functions
- Costs related to inspection.

## Fee Schedule

<b>Fee Calculation Method No. 1: 100 or Fewer Paper Copies</b> (Data Subjects are exempt)	
Charge Type	Fee
100 paper copies or fewer	\$0.25/page or \$0.50 for a two-sided copy.
This charge is a flat rate; the City cannot add on any additional charges, such as cost of employee times postage or paper.	<b>Not applicable to Data Subjects.</b>
<b>Fee Calculation Method No. 2: Actual Cost</b>	
Charge Type	Fee
Hourly Rate (charged in 15-minute increments)	Standard fee: \$35/hour
<i>Least paid capable employee to retrieve and copy data.</i>	<b>Not applicable to Data Subjects.</b>
Postage	Market rate for postage
Digital Evidence (ex. Body Worn Camera, Squad Video, etc.) via Downloadable Link	\$35/incident  <i>Flat fee that includes employee time</i>
CD/DVD	\$1/disk
Printing Cost - Black and White	\$0.06/page
Printing Costs - Color	\$0.25/page
External Storage Device	To be determined ( <i>actual cost of device</i> )
Certification Service	\$5/instance
Photo prints	Photos will be printed on standard copy paper. See Printing Costs.
Special & vendor costs	To be determined. Requester will be notified before costs accrued.
Costs necessary to produce from machine-based record keeping systems, such as	



microfilm systems and/or costs incurred by requiring vendor to fulfill said request	
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## Requests for Summary Data

Pursuant to M.S. § 13.05, subd. 7, the City may contract with an outside entity to prepare summary data. All rules and regulations for hiring such an outside entity will be followed according to Minnesota Rules (M.R.) 1205.0700. Any costs incurred in the preparation of summary data will be borne by the requesting party. The City will communicate with the requester and follow all directives for calculating fees found in Minnesota Rules Part 1205.0300.

## Not Public Data

The MGDPA requires the City prepare a data inventory which describes all not public data on individuals and which employees have access to said data. This policy also indicates when the City can share not public data and penalties for unlawfully accessing not public data.

### Employee Access to Information

M.S. § 13.05, subd. 5, requires the City to identify the employees who have access to not public data. The City has met this requirement by incorporating employee access listed in the Not Public Data Inventory, in the employee's position description, or both. This Policy limits access to not public data to employees and their supervisors whose work assignment reasonably requires access to the data. In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in the Not Public Data Inventory, the City Clerk, their designee(s), the DPCOs, the City Manager, the City Attorney, and the Information Technology Manager and their applicable deputies and assistants may have access to all not public data maintained by the City, or a Department Director for not public data maintained by their respective department. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

### Data Sharing with Authorized Entities or Individuals

State or Federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a State or Federal law or regulation allows or mandates it. Individuals will have notice of any sharing in applicable informed consent through a release of information provided by the City. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

### Ensuring Not Public Data Are Not Accessed Without a Work Assignment

Within the City, departments may assign tasks by employee or by job classification. Each department shall ensure that all not public data are secure and are only made available to employees with a valid work reason to access the data in accordance with this Policy and applicable law. This Policy also applies to departments that share workspaces with other departments within the City where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, implementing password protections for not public electronic data;
- Password protecting employee computers and locking computers before leaving workstations;
- Discussing not public data only with authorized personnel and ensuring such conversations are not audible to unauthorized parties;
- Securing not public data within locked workspaces and in locked file cabinets; and
- Shredding not public documents before disposing of them.

## Penalties for Unlawfully Accessing Not Public Data

The City will utilize penalties for unlawful access to not public data as provided for in M.S. § 13.09, if necessary. Any employee unlawfully accessing not public data or violating applicable sections of this Policy or applicable laws may be subject to disciplinary action, up to and including involuntary termination. The City may also refer such violations to the appropriate authorities, which may pursue other legal actions.

## Not Public Data Inventory

Pursuant to M.S. § 13.025 the City has compiled a list of all not public data that is collected and maintained by individual departments. The inventory includes a description of the data, the data's typical classification, the statutory citation which directs the data's classification, and a list of City staff who have access to each not public data item.

### *City Manager's Department Not Public Data Inventory*

Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
City Commission and Committee Appointment Files	Applications for appointment	Private	M.S. 13.601	City Manager, Assistant to the City Manager, Staff Liaison, City Clerk, Deputy City Clerk

City Manager's Report	Update from the City Manager to members of the City Council that contains data other than public	Private/Non-public/Confidential	Various	City Manager, Assistant to the City Manager
Federal Contracts	Agreements, contracts	Private/Non-Public	M.S. 13.35	City Manager, Assistant to the City Manager, Finance Director, Assistant Finance Director
Civil Legal Action	Pending or ongoing civil legal case files and work product	Protected Non-Public	M.S. 13.39	City Manager, Assistant to the City Manager, City Clerk, City Attorney, and certain employees on an as needed basis as part of a specific work assignment.
Absentee Ballot Application	Application submitted to receive an Absentee Ballot (contains social security number)	Private	M.S. 13.37 M.S. 203B.04	City Clerk, Deputy City Clerk, Assistant to the City Manager, Absentee Ballot Board
Ballots	Sealed absentee ballots, voted and rejected ballots	Private	M.S. 13.37, subd. 2	City Clerk, Deputy City Clerk, Assistant to the City Manager, Absentee Ballot Board
Data Practices Responses	Responsible Authority/designee responses to written requests pursuant to the Minnesota Government Data Practices Act	Private	Response could be private depending on the data requested. Various statutes could apply.	City Manager, Responsible Authority, Data Practices Compliance Official, City Clerk, Deputy City Clerk, and certain employees on an as needed basis as part of a specific work assignment.

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*Community Development Department Not Public Data Inventory*

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Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Applications	Permit applications and summary data – includes building permits and business permits ( <i>can contain security data</i> )	Private	M.S. 13.37	City Manager, Community Development Director, Planning Manager, Building Official, Building Inspector, Associate

				Planner, Permit and Licensing Coordinator, Public Works Director, Administrative Assistant, City Engineer, Assistant City Engineer
Building Plans Commercial and Industrial	Copyrighted architectural, design specifications; Structural and utility plans, security plans and trademark information ( <i>can contain security data</i> )	Private Non-Public	M.S. 13.37 subd. 1b	City Manager, Community Development Director, Planning Manager, Building Official, Building Inspector, Associate Planner, Permit and Licensing Coordinator, HRA Assistant Executive Director, Public Works Director, City Engineer, Assistant City Engineer, Public Works Utilities Staff, City Forester, Environmental Planner, and certain employees on an as needed basis as part of a specific work assignment.
Building Plans Residential	Copyrighted architectural, design specifications, structural and utility plans	Private Non-Public	M.S. 13.37	City Manager, Community Development Director, Planning Manager, Building Official, Building Inspector, Associate Planner, Permit and Licensing Coordinator, Public Works Director, City Engineer, Assistant City Engineer, Utilities Staff, City Forester, Environmental Planner, and certain employees on an as needed basis as part of a specific work assignment.
Business Licensing Applications	License applications and summary data	Private	M.S. 13.37	City Manager, Community Development Director, Planning Manager, Building Official, Building Inspector, Associate Planner, Permit and

				Licensing Coordinator, City Clerk, Deputy City Clerk
Grant Application and Loans	Annual breakdown of city applications and supporting materials or services	Private	M.S. 13.462	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planning Manager, Associate Planner, Environmental Planner, Code Enforcement Inspector, Rental Inspector
HRA Project Management and Rental Agreements	Rent rolls, schedules, tenant income related to Title II	Private	M.S. 13.46; M.S. 13.462; M.S. 13.585	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planning Manager, Associate Planner, Environmental Planner, Code Enforcement Inspector, Rental Inspector
Nuisance Complaints	Complaints from citizens about the use of real property	Confidential	M.S. 13.44	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planning Manager, Associate Planner, Environmental Planner, Code Enforcement Inspector, Rental Inspector, Public Works Director, Administrative Assistant, City Engineer, Assistant City Engineer, and certain employees on an as needed basis as part of a specific work assignment.
Property Acquisition	Purchase valuation data, agreements, property data – includes real property appraisal information	Confidential Protected Non-Public Nonpublic	M.S. 13.44; M.S. 13.585	City Manager, City Clerk, Deputy City Clerk, Community Development Director, HRA Director, HRA Assistant Executive

				Director, Planning Manager, Associate Planner, Environmental Planner, Code Enforcement Inspector, Rental Inspector, Public Works Director, City Engineer, Assistant City Engineer, Administrative Assistant
Rental Licensing Applications	License applications and summary data	Private	M.S. 13.37	City Manager, Community Development Director, Rental Housing Manager, Rental Inspector, Planning Manager, Associate Planner, Code Enforcement Inspector, Building Official, Building Inspector, Permit and Licensing Coordinator, Community Development Office Coordinator

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*Employee Resources Department Not Public Data Inventory*

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Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
I-9 Employee Eligibility Verification	Verification of status of citizenship or naturalization	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Affirmative Action Files	Sexual harassment and discrimination; Supplemental personnel data from job application; Copies of reports sent to Human Rights Commission	Private Confidential	M.S. 13.39; M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Applications for Persons on Eligibility List/Register	Applications, resumes, letters of recommendation, police background	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative



	investigations, etc. If hired, application becomes part of personnel file.			Assistant, Insurance and Payroll Coordinator, Public Safety Director, Deputy Director of Public Safety, Administrative Assistant, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Benefit Enrollment Forms	Employees' medical, dental, deferred compensation, etc. election forms	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Insurance and Payroll Coordinator
Department of Labor	Complaints, alleged violations of FLSA	Private	M.S. 13.79	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Finance Director
Drug and Alcohol Testing Results	Includes commercial driver's licenses, controlled substance test results, driver's evaluations, pre-placement drug test results	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Employee Medical Records	Information relating to the health status of an employee which is made or maintained by a physician, nurse or other health care personnel	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Examination File	Completed exams administered to applicants & promotional exams administered to employees	Private	M.S. 13.43	City Manager, Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed

				basis as part of a specific work assignment.
Family Medical Leave Document	Employee application information for family medical leave	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Safety Director, Director of Public Works, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
First Report of Injury	Claims for injuries, injury report, supervisor's report	Private	M.S. 13.43	City Manager, Assistant to the City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, applicable supervisor(s), Finance Director, Insurance and Payroll Coordinator
Grievance Files	Formal written employee grievance and/or complaint filed under a labor agreement or personnel rules and received by the city.	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Safety Director, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Infectious Disease & Occupational Exposure Files	Files on each employee dealing with safety & training on diseases such as hepatitis and AIDS. (not in personnel file)	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Safety Director, Public Safety Office Coordinator, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.

Long Term Disability	Claims filed by employee for a long-term disability insurance program	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
OSHA Reports	Incident Reports and Annual Summary or any information concerning employee exposure to toxic substances or harmful physical agents.	Private	M.S. 13.43; OSH Act of 1970	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Assistant to the City Manager
Personnel Data and File	Applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc. on employees, volunteers, independent contractors; labor relations information	Public Private	M.S. 13.43; M.S. 179A.03 subd. 4	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Public Safety Director, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Recruitment Files	Records relating to posting, recruitment, selection and appointment to each city position.	Public Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Insurance and Payroll Coordinator, Public Safety Director, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.
Retirement Data	PERA forms, applications, beneficiaries,	Private	M.S. 13.63	City Manager, Employee Resources Director, Employee Resources

	addresses, DOB, direct dep., tax withholding			Specialist, Administrative Assistant, Insurance and Payroll Coordinator
Salary benefit surveys	Surveys from consulting firms, non-profits, associations or other employers	Non-public	M.S. 13.435	City Manager, Employee Resources Director, Employee Resources Specialist, Finance Director
Short Term Disability	Claims filed by employee for a short-term disability Insurance	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Social Security Numbers	Social Security numbers	Private	M.S. 13.355	City Manager, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Assistant to the City Manager, Finance Director, Insurance and Payroll Coordinator
Undercover law enforcement assignment	Application or assignment	Private	M.S. 13.43 subd. 5	City Manager, Public Safety Director, Public Safety Office Coordinator, Employee Resources Director
Unemployment Claims or Compensation	Claim and compensation information for unemployment	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Insurance and Payroll Coordinator, Administrative Assistant
Wage Assignments (Garnishment)	Letters, correspondence	Private	M.S. 13.43	City Manager, Employee Resources Director, Employee Resources Specialist, Insurance and Payroll Coordinator, Administrative Assistant, Public Safety Director, Public Works Director, Finance Director, Community Development Director, and certain employees on an as needed basis as part of a specific work assignment.

Workers Compensation Claims	Claims for injuries, injury reports and correspondence.	Private	M.S. 13.43; M.S. 176.231	City Manager, City Manager, Assistant to the City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
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*Finance Department Not Public Data Inventory*

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Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Special Assessment Deferment Application	Information for verifications of income, ownership, etc.	Private Non-Public	M.S. 13.51 subd. 2; M.S. 13.52	City Manager, Finance Director, City Assessor, Accounting Specialist
Discovery Responses from Tax Court Petitioners	Written or electronic responses to interrogatories	Private	M.S. 13.39	City Manager, Finance Director, City Assessor
Bond and Interest Coupon Register	Information pertaining to bond	Private Non-Public	M.S. 475.55	City Manager, Finance Director, Assistant Finance Director, Senior Accountant
Audit Reports – External	Reports based on private companies for the review of tax payments	Non-Public	M.S. 13.392; 13.37, subd. 2	City Manager, Finance Director, Assistant Finance Director, Senior Accountant, Accounting Specialist
Audit Reports – Internal	Draft reports based on the agencies' internal operations	Non-Public Private	M.S. 13.392	City Manager, Finance Director, Assistant Finance Director, Senior Accountant, Accounting Specialist
Automatic Payment Plan Authorization Form	Completed form and supporting document allowing for automatic payment	Private	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Accounting Specialist, Utility Billing Clerk
Checks (Accounts Receivable)	Checks received from customers submitted electronically to financial institution	Private	M.S. 13.37 ( <i>to the extent they include checking account numbers</i> )	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator

Credit Card Receipts	Merchant copy of credit card receipts	Private	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Senior Accountant, Customer Service Representative, Utility Billing Clerk
Grants	Miscellaneous grant programs and stipulations	Nonpublic	M.S. 13.35; M.S. 13.599	City Manager, Finance Director, Assistant Finance Director, Senior Accountant
Unclaimed Property Records (Sent to State)	Includes checks not cashed	Private	M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Senior Accountant
Claims	Claims that are filed by or against the city.	Private	M.S. 13.43; M.S. 13.37	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator
Payroll Forms	Change Form, Garnishments, Pension and Retirement Reports, PERA Reports, Time Sheets, Vacation & Leave Requests, W-2, W-3, W-4, 1099.	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Director, Employee Resources, Employee Resources Specialist, Administrative Assistant
Payroll Reports	Payroll history, payroll journal, payroll ledger, state withholding, federal withholding and FICA Reports	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Unemployment Claims or Compensation	Claim and compensation information for unemployment	Private	M.S. 13.43	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Wage Assignments	Letters, correspondence	Private	M.S. 13.43, subd. 4	City Manager, Finance Director, Assistant Finance Director, Insurance and Payroll Coordinator, Employee Resources Director, Employee Resources Specialist, Administrative Assistant



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*Parks and Recreation Department Not Public Data Inventory*

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Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Commissioner Files	Applications, name, address, history, veteran status, telephone number, employment history, volunteer work, awards, honors, complaints, charges	Non-Public	M.S. 13.601	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager, Customer Service Representatives, Assistant to the City Manager
Exhibitor Data	Registration forms, contact information, business data	Private	M.S. 13.548 subd. 3	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager, Customer Service Representatives, Public Works Director, Public Works Parks and Facility Managers, and certain employees on an as needed basis as part of a specific work assignment.
Facility Usage	Application, event details, terms of rentals, responses for the purposes of enrolling individuals into recreational or other social programs	Non-Public	M.S. 13.548 subd. 1	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager, Customer Service Representatives, Administrative Assistant, Program Coordinators, Public Works Director, Public Works Parks and Facility Managers, and certain employees on an as needed basis as part of a specific work assignment.
Fee Waiver Sheets	Information about low-income participants	Private	M.S. 13.548	City Manager, Parks and Recreation Director, Recreation Division Manager, Recreation Coordinator, Springbrook Nature Center Manager, Administrative Assistant,

				Customer Service Representatives
Grants	Applications	Non-Public until published	M.S. 13.599	City Manager, Parks and Recreation Director, Recreation Division Manager, Recreation Coordinator, City Clerk, Deputy City Clerk, Springbrook Nature Center Manager, Customer Service Representatives, Public Works Director, City Engineer, Assistant City Engineer, Engineering Technician, Public Works Managers, Public Works Administrative Assistant, Environmental Planner
Mailing Lists	A list of program participants	Private	M.S. 13.548	City Manager, Parks and Recreation Director, Recreation Division Manager, Recreation Coordinator, Springbrook Nature Center Manager, Customer Service Representatives, Administrative Assistant
Private Donor Gift Data	Solicitation letters, proposals, pledge cards	Private and Non-Public	M.S. 13.792	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager, Customer Service Representatives, Administrative Assistant
Registration Forms and Registration Program Account Information	Registration forms completed by participants or on behalf of participant	Public Private	M.S. 13.548	City Manager, Parks and Recreation Director, Recreation Division Manager, Recreation Coordinator, Springbrook Nature Center Manager, Customer Service Representatives, Administrative Assistant
Scholarships	Names, applications, amounts, income	Private	M.S. 13.548	City Manager, Parks and Recreation Director, Recreation Division Manager, Springbrook Nature Center Manager,

				Customer Service Representatives, Administrative Assistant
Lodging Tax Data	List of taxpayer identification data, collected	Non-Public	M.S. 13.495	City Manager, Parks and Recreation Director, Communications Manager, Finance Director, Assistant Finance Director, Accountant
Mailing Lists	A list of participants	Private	M.S. 13.548	City Manager, Parks and Recreation Director, Communications Manager, and certain employees on an as needed basis as part of a specific work assignment.

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*Public Safety Department Not Public Data Inventory*

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Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Arson Reports and Investigations	Information pertaining to arson	Confidential	M.S. 13.82 subd. 7; M.S. 13.83	Director Public Safety, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Marshall, Office Coordinator, and certain employees on an as needed basis as part of a specific work assignment.
Fire Relief Association	Financial records	Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Inspector, Director of Finance, Assistant Director of Finance
Voluntary Permission and Consent to Search and Seize	Obtains permission to seize evidence for determining origin of fire.	Confidential until investigation is closed.	M.S. 13.82	Public Safety Director, Safety, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Marshall, all full-time and part-time Fire Department staff
911 Recordings	Audio recordings	Private	M.S. 13.82 subd. 4	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.

Arrest and Charge	Audio and video recording determined to have evidentiary value where suspects have been arrested, issued citations and/or a report has been forwarded to the prosecutor for a charging decision.	Private Confidential	M.S. 13.82 subd. 4 and 7; M.S. 13.825	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Background Check	Local records check on individual (i.e., employment, adoptions).	Non-Public	M.S. 13.43 subd. 12; M.S. 626.87	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Supervisors, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Body Worn Camera Footage	Video and/or audio captured on Police body worn cameras	Non-Public	M.S. 13.825	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Case Files/Offense Reports Adult	Investigative data, photographs, videos, witness statements	Private Confidential	M.S. 13.82, subd. 7, 8, 9, 10, 11 and 17	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Case Files/Offense Reports - Juvenile	Includes individual's name, date of birth, time of occurrence, and place of action, description of what happened, location, whether any weapons were used, and other pertinent data.	Non-Public Private Confidential	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Certification for Peace Officer for	State form PA-1	Public/Private	M.S. 13.43	City Manager, Public Safety Director, Deputy Director of Public Safety, Finance

State Aid Application				Director, Employee Resources Director, Insurance and Payroll Coordinator
Death Investigation	Any case file or any investigation involving a death.	Private	M.S. 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, and certain employees on an as needed basis as part of a specific work assignment.
Department Payroll and Leave Information	Information collected by Police Division before sending to payroll.	Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Command Staff, Employee Resources Director, Employee Resources Specialist, Administrative Assistant
Dictated and Audio Recorded Reports	Audio recordings of the officer's report transcribed into written report.	Private	M.S. 13.82, subd. 7; M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Detectives, Police Technicians
Digital Transcription System Recording	Statements taken from victims, witnesses, suspects, et. al.	Private	M.S. 13.82; subd. 7; M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Detectives, Police Technicians
E-Reports – Officer Reports	Field copy of police report	Public/Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Emergency Plan	Emergency Operations Plan	Public/Private	M.S. 13.37	City Manager, Public Safety Director, Deputy Director of Public Safety, Supervisors, Public Works Director, City Engineer, Assistant City Engineer, Communications Manager, Public Works Managers, Public Works Lead, and certain employees on an as needed basis as part of a specific work assignment.
Evidence/Property Logs and	Property which has been found,	Public/Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Evidence Clerk

Inventory Reports	confiscated, seized, etc.			
Expunged Records	Case file, which may include ticket, arrest report, legal documents, photos, etc. and Notice of Expungement.	Private Confidential	M.S. 609A.01	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Police Technician
Fingerprint Cards	Sworn officers and police personnel; janitors or persons accessing secured areas without supervision.	Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Office Coordinator
Firearm Application Permits/Transfers	Includes application to purchase a copy of the firearm permit to carry.	Private	M.S. 13.87	Public Safety Director, Deputy Director of Public Safety, Police Technician
Fridley Municipal Building Security Card/Key Authorization	Applications for security access to City facilities	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant
Fridley Police Association Records	Financial records and membership fees	Private	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Association Treasure
Homicides	Audio and video recordings containing information regarding any homicides	Confidential	M.S. 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Incident Reports	First record of all calls for service or reports of offenses received. In part not public	Private Confidential	M.S. 13.80; M.S. 13.82 subd. 7; M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Internal Investigations	Audio and video recording determined to have evidentiary value in any internal	Private Confidential	M.S. 13.39; M.S. 13.43, subd. 4, 8, 11, 12, 15; 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Investigations Lieutenant



	investigation; case files and reports			
Interviews – Audio and Video Recordings	Determined to have evidentiary value. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file.	Confidential	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, responding officer(s), Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Intoxilyzer Test Results	Original record maintained by the BCA. Department copy retained in accordance with the item they related to (i.e., case file or arrest report).	Private Confidential	M.S. 13.82 subd. 6	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Holding Cell Inspection Record		Private	M.S. 13.82; subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, Patrol Lieutenant
Master Name File	Adult	Private Confidential	M.S. 13.82, subd 7, 8, 9, 10, 11 and 17	Public Safety Director, Deputy Director of Public Safety, Police Technician, Administrative Sergeant
Master Name File	Juvenile	Private Confidential	M.S. 13.82, subd 2, 7 and 17 M.S. 260B.171	Public Safety Director, Deputy Director of Public Safety, Police Technician, Administrative Sergeant
Officer Candidate Application	Interviewed, no background investigation	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Background Investigator, Office Coordinator
Officer Candidates Background	Investigation, not hired	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Specialist, Employee Resources Background Investigator, Office Coordinator

Officer Candidates Background	Investigation, hired	Non-Public	M.S. 13.43	Public Safety Director, Deputy Director of Public Safety, Employee Resources Director, Employee Resources Specialist, Employee Resources Background Investigator, Office Coordinator
Pawn Shop Records		Private	M.S. 13.82 subd. 27	Public Safety Director, Deputy Director of Public Safety, Detectives, Police Technicians
Photographs/ Negatives or Digital Discs		Private	M.S. 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Police Technicians, Administrative Sergeant
Police Clearance Letters	Criminal history or individual within jurisdiction.	Private	M.S. 13.87	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Police Technicians
Prisoner Property Receipts		Private	M.S. 13.85	Public Safety Director, Deputy Director of Public Safety, Patrol Lieutenant
Roll Call Information	Briefing information for department	Private	M.S. 13.82, subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Security Door Transaction	Electronic report identifying transactions	Non-Public	M.S. 13.37	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Office Coordinator, and certain employees on an as needed basis as part of a specific work assignment.
Taped Interviews (no suspects)	Audio/video/digital recordings determined to have evidentiary value where no suspects have been developed, and/or no individuals have been formally charged.	Private	M.S. 13.82, subd. 7; M.S. 206B.171	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, and certain employees on an as needed basis as part of a specific work assignment.

Training Staff Files	Private identifying information (address, date of birth, partial social security number)	Public/Private	M.S. 13.43, subd. 4	Public Safety Director, Deputy Director of Public Safety, designated supervisor, Employee Resources Director, Employee Resources Specialist, Administrative Assistant, Office Coordinator
Use of Force	Audio, video and digital recordings containing information of any incident where force was used and supervisory review is not yet completed according to department policy.	Private Confidential	M.S. 13.39; M.S. 13.43; M.S. 13.82; subd. 7	Public Safety Director, Deputy Director of Public Safety, Supervisors, responding officer(s)
Validation/Error or Integrity Reports		Private	M.S. 13.82	Public Safety Director, Deputy Director of Public Safety, Police Technicians, Administrative Sergeant
Validation Report	Regarding stolen property	Private, Non-Public	M.S. 13.82 subd. 20	Public Safety Director, Deputy Director of Public Safety, Administrative Sergeant, Police Technicians, and certain employees on an as needed basis as part of a specific work assignment.
Videotape of Holding Cell		Private	M.S. 13.85	Public Safety Director, Deputy Director of Public Safety, Supervisors, Detectives, Police Technicians

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*Public Works Department Not Public Data Inventory*

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Name of Record	Description	Data Classification	Citation for Classification	Employee Work Access
Bids, Quotations and RFP's	RFP and bid documentation	Non-Public	M.S. 13.37 subd. 2; M.S. 13.591	City Manager, Community Development Director, HRA Director, HRA Assistant Executive Director, Planning Manager, Environmental Planner, Neighborhood Preservation Specialist, Rental Inspector, Public

				Works Director, City Engineer, Assistant City Engineer, Public Works Managers, Environmental Planner, Administrative Assistant, Finance Director, Public Safety Director, Deputy Director of Public Safety, Deputy Director/Fire Chief, Fire Marshall, Administrative Assistant
Environmental Complaints	Reports about environmental complaints, including disposition	Private	M.S. 13.44	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Administrative Assistant, Public Works Managers, and certain employees on an as needed basis as part of a specific work assignment.
Environmental Protection Agency or Minnesota Health Department Reports	Complaints	Private Non-Public	M.S. 13.39; M.S. 13.44	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Public Works Managers, Administrative Assistant, and certain employees on an as needed basis as part of a specific work assignment.
Mailing and Email Lists	List of affected parties, project notification lists including email subscriber information.	Private	M.S. 13.356	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Administrative Assistant, Environmental Planner
Notice of Utility Disconnection	Notice of private and public utility gas or electric disconnections.	Private Non-Public	M.S. 216B.0976	City Manager, Public Works Director, Public Works Utility Manager, Administrative Assistant
Permit and License Applications	Permit and license applications and summary data – includes telecommunications, right-of-way, utility, site applications and business license applications.	Public Private	M.S. 13.37	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Engineering Technicians, Public Works Managers, Public Works Lead, Public Works Utilities Staff, Administrative Assistant, and certain employees on an as needed basis as part of a specific work assignment.

Public and Utility Facilities	Building plans, computer coding systems used to provide security and operation of public utility services and building security systems.	Non-Public	M.S. 13.37 subd. 1a	City Manager, Public Works Director, Public Works Managers, Public Works Facilities Coordinator, Public Safety Director, Public Safety Deputy Director, IT Manager, and certain employees on an as needed basis as part of a specific work assignment.
Public Utility Infrastructure	Streets, storm sewer, public utility designs, drawings, schematics	Non-Public	M.S. 13.37	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Engineer, Engineering Technician, Public Works Managers, Public Works Lead, Public Works Service Workers, Public Works Facilities Coordinator, Public Works Fleet Coordinator, Administrative Assistant, Public Safety Director, Deputy Director of Public Safety, and certain employees on an as needed basis as part of a specific work assignment.
Site Plans	Engineering plans, design specifications, structural and utility plans	Private Non-Public	M.S. 13.37	City Manager, Public Works Director, City Engineer, Assistant City Engineer, Public Works Utilities Staff, City Forester, Administrative Assistant, Environmental Planner, Community Development Director, Planning Manager, Building Inspector, Permit Coordinator.

# Appendix: Forms





# DATA PRACTICES REQUEST FORM

## About This Form

The MGDPA provides that the City must maintain all Government Data in a manner that makes it easy for public inspection and access. To inspect data or request copies of data that the City maintains, a written request must be submitted in a form as required by the City.

## Request Details

### Contact Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Requesting parties are not required to provide the above contact information. Requests cannot be accommodated if there is no contact information provided. Staff will begin gathering data upon submission of this form. Pursuant to M.S. § 13.04 if the requester is the subject of the data, the City must respond within 10 business days of the request, excluding Saturdays, Sundays and City holidays. If the requester is not the subject of the data, the City must respond in an appropriate and prompt manner, which is within a reasonable amount of time depending on the nature and extent of the request. The City will communicate with the requester regarding the nature of the request and what an appropriate response time may be.

### I am requesting access to data in the following way (Prepayment Required for Copies):

☐ Inspection ☐ Copies ☐ Both inspection and copies ☐ Summary Data

### Data Requested:

☐ Police Incident Report (ICR) ☐ Other City Data

Describe the data you are requesting as specifically as possible (attach additional sheets if necessary):

### Submittal Information:

If you are requesting copies of Police Incident Reports (ICRs) submit this form to:	If you are requesting any other City data submit this form to:
City of Fridley Police Division 7071 University Avenue N.E., Fridley, MN 55432 <a href="mailto:PoliceRecords@FridleyMN.gov">PoliceRecords@FridleyMN.gov</a>	City of Fridley City Clerk Division 7071 University Avenue N.E., Fridley, MN 55432 <a href="mailto:CityClerk@FridleyMN.gov">CityClerk@FridleyMN.gov</a>

Approved: XXX

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# RELEASE OF INFORMATION CONSENT

## About This Form

The City does not have the legal authority to release any not public government data on individuals to another entity/person. If you wish the City to release any not public government data to another entity/person you must grant your written informed consent.

## Verifications

I, \_\_\_\_\_ (Name), give my permission for the City of Fridley to release data about me to \_\_\_\_\_ (Name of other entity/person) as described in this consent.

1. The specific data I want the City of Fridley to release includes (explanation of data):  
\_\_\_\_\_
2. I understand that I have asked the City of Fridley to release the data.
3. I understand that although the data are classified as private at the City of Fridley the classification/treatment of the data at \_\_\_\_\_ (Name of other entity/person) may not be the same and is dependent on laws or policies that may apply to \_\_\_\_\_ (Name of other entity/person).
4. I understand that I may cancel this consent at any time prior to the information being released by notifying the member of staff listed above on this content form in writing.
5. I understand this consent form automatically expires 1 year after signing.

\_\_\_\_\_  
Signature of data subject

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature (if needed)

\_\_\_\_\_  
Date

### Notary Public Verification

State of \_\_\_\_\_ )

)SS

County of \_\_\_\_\_ )

This instrument was acknowledged before me this \_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Submit this form to [CityClerk@FridleyMN.gov](mailto:CityClerk@FridleyMN.gov)

Approved: XXX



# BODY WORN CAMERA RELEASE

## About This Form

Pursuant to M.S. § 13.825 Body Worn Camera (BWC) video is not public without redaction unless the City of Fridley (City) has received a Release of Information for every image or voice recorded on the video.

## Verifications

I, \_\_\_\_\_ (Name), whose date of birth is \_\_\_\_/\_\_\_\_/\_\_\_\_ give consent and permission to the City to release BWC footage containing my image and/or voice.

☐ I am the parent/guardian of a minor child whose image and/or voice was recorded on a BWC.

☐ I give my permission for the City to release BWC video containing images or voice records of my minor child(ren). List full names and dates of birth of each minor child:

I affirm the information provided is true and correct under penalty of law. This authorization shall be valid for a period of one year, but may be revoked at any time, prior to expiration, by providing written notice to the City. Signature must be notarized or witnessed by a City of Fridley Police Division staff member.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Authorization

### Notary Public Verification

State of \_\_\_\_\_ )  
 )SS  
County of \_\_\_\_\_ )

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

### City of Fridley Police Division Staff Member Verification

\_\_\_\_\_  
City Staff Witness

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date Received

Submit this form to: City of Fridley Police Division, 7071 University Avenue N.E., Fridley, MN 55432  
[PoliceRecords@FridleyMN.gov](mailto:PoliceRecords@FridleyMN.gov).

Approved: XXX

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# BODY WORN CAMERA REQUEST

## About This Form

This form is to be used by any member of the public to request Body Worn Camera (BWC) footage from the City of Fridley (City) Police Division.

After receiving a request for BWC footage, a staff member will review the footage. Staff will then contact you to advise you on the classification of data found in the footage, if redaction is needed, and the possibility of fees associated with your request. Payment of fees must be made in full prior to the release of any BWC footage.

## Verifications

Requester's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Incident Report Number: \_\_\_\_\_

☐ I would like the video emailed to: \_\_\_\_\_

☐ I would like the video saved to a disc and mailed to: \_\_\_\_\_

## For Internal Use

Received By \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Received

Submit this form to: City of Fridley Police Division, 7071 University Avenue N.E., Fridley, MN 55432  
[PoliceRecords@FridleyMN.gov](mailto:PoliceRecords@FridleyMN.gov).

Approved: XXX

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