



City of Blaine

City Council Workshop

June 16, 2025 | 5:30 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

AGENDA

NOTICE OF WORKSHOP MEETING

In accordance with the provisions of Section 3.01 of the Blaine City Charter, a Council Workshop meeting is scheduled for the following purpose:

1. Call to Order

2. Roll Call

3. New Business

3.1. 2025-135 Non-Union Compensation Plan Review
Sponsors: Scott Johnson, Director of Administrative Services, Lori Carbajal, Human Resources Manager

3.2. 2025-136 Accessory Dwelling Unit (ADU) Discussion
Sponsors: Sheila Sellman, Assistant Community Development Director

3.3. 2025-137 City Manager Discussion With Council
Sponsors: Michelle Wolfe, City Manager

4. Other Business

5. Adjournment



City of Blaine Staff Report

File Number: 2025-135

Agenda Date	Status
June 16, 2025	
In Control	File Type
City Council	Workshop Item

New Business - Scott Johnson, Director of Administrative Services, Lori Carbajal, Human Resources Manager

Agenda Item # 3.1

Non-Union Compensation Plan Review

Background

In 2024, the City of Blaine budgeted for a compensation plan review by Gallagher to update the study implemented for the City in 2021. The 2021 process included a comprehensive review of positions and classifications, plan structure, and market analysis. A review of plans every three to five years is recommended as a best practice to stay competitive in the market and maintain the integrity of the plan. (Similarly, salary and benefit information is gathered and analyzed for each labor contract negotiation process.) This topic was introduced to the City Council at the April 14, 2025, Council Workshop.

Goals for having a sound and competitive compensation structure include addressing the following:

- High employee retention rates/low turnover rates
- Successful recruitment to fill vacant positions
- Compliance with Minnesota Pay Equity statute
- Decreased liability for compensation-related claims

The consultant is providing a market update study and not a full classification and compensation study as was conducted in 2021. Existing Council direction is to be at 50% of the market. The recommendation from the consultant includes wider pay ranges and shows the implementation cost for the compensation update is \$20,425.60 for 2025. The non-union positions that make up the implementation cost to have all non-union positions at the minimum of the market include the following: 7 Community Service Officers, 1 Police Records Technician, 1 Victims Services Specialist, 2 Fire Inspector 1/Firefighters, and 1 Utility Billing Specialist. Sufficient funds were budgeted in 2025 to cover the proposed consultant implementation cost for the compensation update.

Catherine Thorp from Gallagher, the consultant, will be attending the June 16, 2025, Council Workshop remotely through Microsoft Teams to provide the results of their work and their recommendations for implementation.

Staff Recommendation

Staff is requesting the City Council receive the results of the study from the consultant and direct staff to move forward with implementation.

Questions for Council

Are you comfortable proceeding with the recommendations from the compensation plan review?

Attachment List

1. Non-Union Comp Plan Review 2025



The City of Blaine, MN

Non-Union Compensation Plan Review



Study Background

- The City of Blaine, Minnesota (the City) partnered with Consultants (Consultant) to conduct a comprehensive market update focusing on compensation practices to maintain or enhance competitiveness within the relative labor market.
- The primary objectives of the study were to:
 - Ensure competitiveness with the external market.
 - Ensure fair and equitable compensation relationships within the organization.
 - Enable easy maintenance by the City staff post implementation.

Methodology

Project Activities

The following tasks were completed during the study:

- ◆ Initial planning and data collection
 - ◆ Consultants conferred with the City to ensure a clear understanding of the concerns and objectives for the study. Pay data collected on personnel employed at the start of the project was used for modeling proposed pay plans and costs.
- ◆ Assess pay levels for common jobs
 - ◆ The job market group was discussed and agreed upon by the City. Consultants analyzed market data to determine where the City is at risk and identified jobs that may need to be adjusted to catch up to the external market.
- ◆ Align pay range structures
 - ◆ Pay structures were analyzed and data supported an overall increase to achieve the desired average position to the external market and economic conditions.

Job Classification



Decision Band Method

The City uses the Decision Band Method (DBM) factor comparison for job classification. DBM evaluates jobs by comparing key compensable factors, with a focus on decision-making.

PREMISE



Key Points

- 1 Only work content is considered.
- 2 Factors unrelated to work are excluded from job evaluation.
- 3 Working and labor market conditions are treated separately.

Data Analysis



The following guidelines were used when determining the competitive nature of the City's current base salaries and salary ranges.

- The difference from the market for each benchmark is calculated as follows:
 - The City data minus market data divided by the market data:
 - ❖ A positive figure indicates that the City pays above the market
 - ❖ A negative figure indicates that the City pays below the market



Data Collection Process

Benchmark Jobs

•Market salary data was collected for the following 74 benchmark job titles covering the City’s positions approved by the City project team.



City of Blaine - Benchmark Titles		
Accounts Payable Specialist	Director of Engineering	Public Works Administrative Technician
Administrative Float	Economic Development Specialist	Public Works Asset Manager
Administrative Services Coordinator	Evidence Assistant	Public Works Director
Assistant Building Official	Evidence Technician	Public Works Supervisor
Assistant City Engineer	Executive Assistant	Receptionist
Building Inspector	Facilities Worker	Records Technician
Chief Building Official	Finance Director	Recreation Manager
City Clerk	Finance Supervisor/Accounting	Rental License Clerk
City Manager	Firefighter/Fire Inspector I	Residential Building Inspector
City Planner	Firefighter/Fire Inspector II	Safety Services Director/Police Chief
Commercial Building Inspector	Firefighter/Neighborhood Services Specialist	Senior Building Inspector
Communications Manager	Human Resources Manager	Senior Center Coordinator
Communications Specialist	Human Resources Specialist	Senior Facilities Worker
Community Development Director	Human Resources Technician	Senior Management Analyst
Community Development Specialist	Information Technology Administrator	Senior Permit Technician
Community Outreach Coordinator	Information Technology Manager	Senior Public Works Clerk
Community Service Officer/Fleet Technician	Lead Records Technician	Senior Recreation Manager
Community Services Officer Supervisor	Network Specialist	Senior Utility Billing Specialist
Community Standards Administrative Assistant/IMS	Parks and Recreation Administrative Assistant	Support Services Manager
Community Standards Manager/Fire Marshal	Payroll Specialist	Utility Billing Specialist
Crime Analyst	Permit Technician	Utility Billing Supervisor
Deputy City Clerk	Permit Technician Manager	Water Meter Technician
Deputy Fire Marshal	Planner	Web Coordinator
Deputy Public Works Director	Planning Administrative Assistant	
Director of Administration	Plumbing Inspector	



Data Collection Process

Published Survey Sources:

Consultant utilized the following list of published surveys to collect market data:

Published Survey Sources	
Willis Tower Watson	Mercer Survey Suite
CompData Benchmark Pro	Economic Research Institute (ERI)
MN Local Governments Salary & Benefits Survey	

- Above published sources utilized meet the following criteria:
 - Survey is conducted by a reputable salary survey firm
 - Survey data is not self reported
 - Survey is conducted on a continual basis instead of a one-time event
 - Survey reports its data sources, the effective date of the data, and was tested to ensure accurate matches and data
- Consultant followed standard WorldatWork* compensation guidelines for job matching (match only those jobs that match at least 80% of the duties, responsibilities, and functions as outlined in the benchmark job summary).



Data Collection Process

Custom Survey Participant Organizations

- Consultant worked with the City to identify a group of comparator organizations based upon organization size, budget size, location, and competition for talent to collect data.
- 14 organizations were selected. We received responses from 79% of the participants.

Participant Organization Name			
1	City of Apple Valley	8	City of Edina
2	City of Bloomington	9	City of Lakeville
3	City of Brooklyn Park	10	City of Maple Grove
4	City of Burnsville	11	City of Minnetonka
5	City of Coon Rapids	12	City of Plymouth
6	City of Eagan	13	City of St. Louis Park
7	City of Eden Prairie	14	City of Woodbury

- Consultant follows the U.S. Department of Justice and Federal Trade Commission guidelines that state 5 job matches should exist per job in order to conduct statistical analyses and draw conclusions.

Base Pay Market Comparisons

The following table shows the comparison between the City and the published market data on an aggregate basis:

Summary Comparison			
	Market 25th Difference	Market 50th Difference (Median)	Market 75th Difference
Benchmark Summary - Full Market	12%	2%	-6%

Market Data Results

- Overall, the City base salaries are above market at the 50th percentile.
- When looking at the City's current salaries compared to the market we see that the City is comparable to the market at the 25th and 50th percentiles, however the City is below the market 75th percentile.

Market Data Results

Salary Structure Comparison

The following table shows the comparison between the City salary structure to the full market data (published and custom) on an aggregate basis:

Market Average			
	Minimum Difference	Midpoint Difference	Maximum Difference
Benchmark Summary - Full Market	3%	-1%	-2%

- Overall, the City's salary structure is below market at the midpoint. The Market midpoint (50th percentile) is the City's target pay level as it represents the average based on market data.
- The City's current salary structure is above the market at the minimum but falls below the market benchmarks at the midpoint and maximum salary levels.
- The minimum, median, and maximum in salary market pricing are essential for establishing fair pay ranges. The minimum is for less experienced employees, the median reflects the average market pay, and the maximum is for highly experienced or top performers. These points allow flexibility in pay based on experience, performance, and market conditions.



Market Data Results



Base Pay Market Comparisons

The following table shows the comparison between the City and the identified custom comparator group market data on an aggregate basis:

Summary Comparison			
	Market 25th Difference	Market 50th Difference (Median)	Market 75th Difference
Benchmark Summary - Custom Market	2%	-5%	-10%

- Overall, the City base salaries are below market at all levels when compared to their custom comparator group of 14 organizations.

Market Data Results



Salary Structure Comparison

The following table shows the comparison between the City salary structure to the full market data (published and custom) on an aggregate basis:

Market Average			
	Minimum Difference	Midpoint Difference	Maximum Difference
Benchmark Summary - Custom Market	-4%	-3%	-4%

- Overall, the City’s salary structure is below market at all levels when compared to their custom comparator group. The market midpoint is the City’s target pay level as it represents the average based on market data.
- The minimum, median, and maximum in salary market pricing are essential for establishing competitive and fair pay ranges. The minimum is for less experienced employees, the median reflects the average market pay, and the maximum is for highly experienced or top performers. These points allow flexibility in pay based on experience performance, and market conditions.



Salary Structure & Implementation Recommendations



Salary Structure Recommendation

Salary Structure

Midpoint Set at Custom Market 50th Percentile for Lowest Grade in Structure with an Increasing Range Spread

- ◆ This allows for greater flexibility at higher grades and provides a more market-responsive structure. Range spreads are increasing as the grades increase, aligning with established best practices.

Implementation Recommendation



Implementation

Consultant's implementation strategy/plan is based on the following aspects:

- No pay cuts will occur as a result of this study.
- Employees will be paid within the new salary ranges, meaning no employees will be paid below the minimum of the new salary ranges.
- A 3.0% overall increase for all employees was implemented January 1, 2025.

The following cost option is included for the salary structure option:

- Bring to Minimum: Bring all employees to the proposed range minimum. Employees with salaries below the proposed range minimum would receive an increase to the range minimum.



Conclusions and Recommendations

Conclusions and Recommendations

Conclusion

- Consultant's comprehensive market salary update indicates the current structure levels at the City are below the market, on average but still considered competitive. This finding is supported by a detailed analysis of industry benchmarks, regional pay scales, and comparable roles within the public sector. The below-market salary positioning highlights the need for the City to re-evaluate their compensation strategies to attract and retain top talent. Moving forward, addressing this discrepancy should be a priority in recruitment and retention strategies, emphasizing the City's dedication to providing not only a supportive work environment but also competitive financial rewards that meet market expectations.

Recommendations

- We recommend the City implement the proposed structure option which set's the midpoint at the custom comparator market 50th percentile for the lowest grade in the structure with an increasing range spread. This option allows for greater flexibility at higher grades and provides a more market-responsive structure. Range spreads are increasing as the grades increase, aligning with established best practices.
- On an annual basis, we recommend the City adjust the salary range to keep pace with market movement and provide pay increases at a higher percentage than the structure increase to allow employees to move through the range.
- Every three to five years, we recommend the City conduct a comprehensive market study.





Additional Insights

Incumbent Range Position

- With the implementation of the new salary structure, employees may find that their position within their salary range has shifted. Factors such as revised salary ranges and benchmarking against external compensation data may result in some employees moving higher or lower within their range. This adjustment is not a reflection of performance or value to the organization. The higher midpoints are part of the City's effort to ensure fair, competitive compensation that supports career growth and aligns with industry standards.
 - The new compensation structure adjusts salary ranges for market competitiveness and internal equity.
 - Benchmarking against external data may shift employees higher or lower in their range.
 - Structural adjustments don't always result in immediate salary increases but rather ensure that pay scales are fair and sustainable over time.
 - These changes help maintain a transparent and equitable compensation framework that supports both employee growth and organizational objectives.

Additional Insights continued

Comparable Worth

- the City complies with Minnesota's **Comparable Worth** law (**MN Statutes, Section 471.991 - 471.999**), which requires public employers to ensure equal pay for jobs with comparable skill, effort, and responsibility, regardless of gender.
- the City's current framework uses a systematic process to evaluate and classify jobs based on objective criteria such as skill, effort, responsibility, and working conditions. Jobs are evaluated based on the value of the work itself, without considering the gender of the job incumbents.
- The study compares pay across jobs with similar levels of responsibility and effort to ensure that male- and female-dominated jobs are paid equally for work of comparable value.
- Public employers are required to submit compliance reports to the state, and the City's adherence to this process ensures ongoing compliance with legal standards. The lack of recommended changes in the study indicates that the City has been successfully maintaining pay equity and meeting the legal obligations set forth by the state.

By conducting this study and following a structured process, the City ensures that its compensation practices are compliant with **Minnesota Statutes, Section 471.991 - 471.999**, and that employees are paid fairly based on the value of their work, free from gender-based wage discrimination.

Questions and Comments



- Competitive Pay and Attracting Top Talent
- Message to Employees



City of Blaine Staff Report

File Number: 2025-136

Agenda Date	Status
June 16, 2025	
In Control	File Type
City Council	Workshop Item

New Business - Sheila Sellman, Assistant Community Development Director

Agenda Item # 3.2

Accessory Dwelling Unit (ADU) Discussion

Background

At the May 5, 2025 council meeting, the Council reviewed a proposal for a detached accessory dwelling unit (ADU). The Council denied the Conditional Use Permit (CUP) application and directed staff to schedule a discussion on ADUs for an upcoming workshop.

History

May 2021 – City Council was presented with a variety of affordable housing programs at a City Council retreat. At that time, the City Council directed staff to move forward with down payment assistance, home improvement grants, expanded home improvement loans, rental property improvement loans and allowing Accessory Dwelling Units. Part of this discussion included peer cities that allowed ADUs at that time. Several additional cities have adopted ordinances since then that allow ADUs under similar circumstances to Blaine.

July 2021 – City Council Workshop to discuss the specifics of the ADU ordinance and determine standards to bring forward as part of a zoning ordinance amendment. This included the size of the ADU, number of occupants, design, and setbacks. City Council also determined that attached ADUs should be allowed as a permitted use, but detached ADUs in suburban density districts require a CUP to allow for mitigation of neighborhood concerns.

November – December 2021 – Ordinance reviewed by Planning Commission with a public hearing and adopted by the City Council.

The current code allows attached ADUs in all single-family districts with staff-issued administrative building permits. Detached ADUs are allowed in most districts through various mechanisms as outlined in the table below.

District	Attached ADU	Detached ADU
FR, RE	Administrative Building Permit	Administrative Building Permit
R-1, R-1AA, R-1A	Administrative Building Permit	Conditional Use Permit
R-1B	Administrative Building Permit	Not Permitted
DF	Administrative Building Permit	Requires CUP Amendment to Development

Currently, either the primary home or the ADU must be owner-occupied and either can be rented out with a standard rental license. At the May council meeting, some council members commented that the intent of the ADUs was to be Intergenerational and be used by family members. If council wants to continue to allow ADUs and wants to limit the use to family members, the ordinance would need to be amended accordingly. Additional comments at the meeting were about maintaining the single-family character of the neighborhood. Council should discuss the overall intent of ADUs, if they should still be allowed, and provide direction to staff on any ordinance changes.

Standards for both attached and detached ADUs are outlined in the current attached ordinance. Also attached is a table of peer cities' ADU polices and a previous PowerPoint that summarizes the current ordinance.

Staff Recommendation

Provide direction to staff on any changes to the ordinance.

Questions for Council

1. Does the Council want to continue allowing accessory dwelling units?
 - a. If so, attached and/or detached?
 - b. Should there be lot size minimums?
 - c. Limited to the owner's family members?
 - d. Are there any other limitations?

Attachment List

1. October 4th Powerpoint
2. Peer Cities ADUs
3. ORD 21-2489



Accessory Dwelling Units Draft Ordinance

City Council Workshop

October 4, 2021

Accessory Dwelling Units (ADUs)

Definition:

A separate living unit that is subordinate to a single family home.



Process by District



District	Lot Size	Attached ADU	Detached ADU
FR	5+ acres	Administrative Permit	Administrative Permit
RE	2.5+ acres	Administrative Permit	Administrative Permit
R-1, R-1AA, R-1A	10,000+ sf	Administrative Permit	Conditional Use Permit
R-1B	15,000+ sf	Administrative Permit	Not Permitted
DF	Varies (7,000 sf to 5 acres)	Administrative Permit	Requires CUP Amendment

Occupancy Requirements



- ▶ Owner occupancy of the home or ADU.
- ▶ ADU occupancy is limited to two adults and the parents and children of each, not to exceed one person per 150 square feet.
 - Limiting to three people without tying to unit size does not comply with the Fair Housing Act which protects related people living together.
- ▶ Home and ADU are considered separate units for rental licensing.
 - Rental license required unless occupied by owner or relative.

Size Standards



- ▶ Size is limited to the lesser of:
 - 50% of the square footage of the home.
 - 1200 square foot home could add on a 600 square foot ADU or convert a portion, such as 400 square foot ADU and 800 square feet remaining in primary home.
 - 960 square feet.
 - 25% of the rear yard (detached ADU only).
 - Garage and detached ADU together may not exceed the maximum accessory building square footage allowed with a CUP (1,200 in R-1, 3,000 in FR).
- ▶ In all cases, limited to a maximum of two bedrooms.

Design Standards



► Attached:

- Meet living space setbacks of the zoning district.
- No more than one door on front façade unless designed to minimize visibility.
- Fire separation is required by the Minnesota Residential Code in most circumstances.

Design Standards (continued)



► Detached:

- Be located in the rear yard.
- 10-foot setback from side and rear yard in R-1 districts, greater in rural districts.
- 15-foot setback from home (required for fire separation).
- Architecturally compatible.
- A detached garage or shed is not allowed if the property has a detached ADU.

Other Standards

- ▶ Combined utilities.
- ▶ Three total parking spaces.
- ▶ No home based businesses with customers coming to ADU.
- ▶ Cannot subdivide to have ADU on separate lot.



Peer City ADU Policies

City	Process	Occupancy	ADU Size	Attached/Detached	Parking	Lot Size	Other
Brooklyn Park	Not allowed						
Burnsville	No special approval	Home or ADU must be occupied by property owner	Max 50% of home square footage. Minimum of 300 square feet.	Attached or detached	2 off street parking spaces for home, 1 for ADU	10,000 SF for attached	Requires doors to have minimum separation
Coon Rapids	Not allowed						
Eagan	Annual registration	Home or ADU must be occupied by property owner	960 sf or 33% of home, whichever is less. Minimum of 300 square feet.	Attached		Only allow in district with 16,000 sf lot size	Max 2 bedrooms, entry door on separate façade
Eden Prairie	Not allowed						
Lakeville	Administrative Permit			Attached, with an internal access (non-lockable)	3 garage stalls total between home and ADU	None	
Maple Grove	Not Allowed						
Minnetonka	CUP	Home or ADU must be occupied by property owner	35% of home or 1,000 SF, whichever is less	Attached or detached	Determined with CUP	None	Detached only in R-1 or R-1A. Larger ADUs can be approved at Council's discretion
Plymouth	Administrative permit	Home or ADU must be occupied by property owner	30% of rear yard max of 700SF (detached) or 30% of floor area of home up to 1,000 SF (attached)	Attached or detached	2 stalls for ADU	None	
Woodbury	Not allowed						



City of Blaine
Anoka County, Minnesota
Signature Copy

Blaine City Hall
10801 Town Sq Dr NE
Blaine MN 55449

Ordinance: ORD 21-2489

File Number: ORD 21-2489

Second Reading

Granting a Code Amendment to the FR (Farm Residential), RE (Residential Estate), R-1 (Single Family), R-1AA (Single Family), R-1A (Single Family), R-1B (Single Family) and DF (Development Flex) Zoning Districts, and Section 33 (Performance Standards) to Allow Accessory Dwelling Units in Single Family Districts. (Case File No. 21-0070/EES)

THE CITY OF BLAINE DOES ORDAIN: (Added portions are underscored and deleted portions are shown in overstrike.)

Accessory Dwelling Units

25.02 Definitions:

Accessory Dwelling Unit (ADU): A self-contained dwelling unit having its own kitchen and bathroom facilities, and which is designed as a second separate dwelling unit that is clearly incidental and subordinate to the principal use of a lot as a single-family detached residence.

Accessory Dwelling Unit, Attached: An accessory dwelling unit constructed as part of a single family home that may be accessed from within the home or through a separate entrance of the same home.

Accessory Dwelling Unit, Detached: An accessory dwelling unit constructed as a separate structure on the same lot as a single family home.

Section 29.013 Accessory Uses for FR (Farm Residential)

(f) Accessory Dwelling Unit, Attached or Accessory Dwelling Unit, Detached consistent with the standards outlined in Section 33.25, subject to approval of an administrative permit.

Section 29.023 Accessory Uses for RE (Residential Estate)

(g) Accessory Dwelling Unit, Attached or Accessory Dwelling Unit, Detached consistent with the standards outlined in Section 33.25, subject to approval of an administrative permit.

Section 29.033 Accessory Uses for R-1 (Single Family)

(g) Accessory Dwelling Unit, Attached consistent with the standards outlined in Section 33.25, subject to approval of an administrative permit.

Section 29.034 Conditional Uses for R-1 (Single Family)

(h) Accessory Dwelling Unit, Detached consistent with the standards outlined in Section 33.25.

Section 29.043 Accessory Uses for R-1AA (Single Family)

(g) Accessory Dwelling Unit, Attached consistent with the standards outlined in Section 33.25, subject to approval of an administrative permit.

Section 29.044 Conditional Uses for R-1AA (Single Family)

(i) Accessory Dwelling Unit, Detached consistent with the standards outlined in Section 33.25.

Section 29.053 Accessory Uses for R-1A (Single Family)

(g) Accessory Dwelling Unit, Attached consistent with the standards outlined in Section 33.25, subject to approval of an administrative permit.

Section 29.054 Conditional Uses for R-1A (Single Family)

(e) Accessory Dwelling Unit, Detached consistent with the standards outlined in Section 33.25.

Section 29.063 Accessory Uses for R-1B (Single Family)

(g) Accessory Dwelling Unit, Attached consistent with the standards outlined in Section 33.25, subject to approval of an administrative permit.

Section 29.110 Development Flex

29.116 - Accessory Dwelling Units

Accessory Dwelling Units, attached are a permitted accessory use in the DF zoning district when accessory to a detached single family home, subject to the standards outlined in 33.25 of this ordinance.

Chapter 33: Performance Standards

Section 33.25 Standards for Accessory Dwelling Units

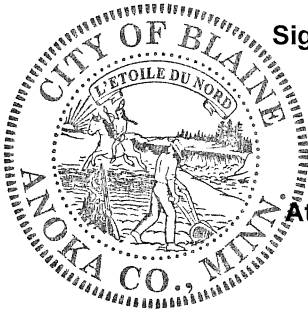
1. Standards for all Accessory Dwelling Units (ADUs)
 - a) Either the home or the accessory dwelling unit shall be occupied by the owner of the property. Owner occupancy requirement shall be recorded to the property.
 - b) Utilities for the home and ADU shall not be separately metered and water and sewer shall be connected to the same lines as the home.
 - c) Home and accessory dwelling unit together must have at least three off street parking spaces that can be directly accessed. Parking spaces may be garage spaces or paved outside parking spaces. A parking space located on a driveway in front of a garage cannot meet the requirement.
 - d) ADU may not include more than two bedrooms
 - e) Occupancy of the ADU is limited to up to two adult individuals, whether related or unrelated, and the parents and children of each, if any, residing in the same dwelling unit and maintaining a common residence with no more than one person per 150 square feet.
 - f) No home occupations involving outside customers coming to the property shall occur in the accessory dwelling unit.
 - g) No more than one accessory dwelling unit permitted per property.
 - h) Accessory dwelling unit must meet all architectural standards of the zoning district

- including any standards established by Conditional Use Permit in the Development Flex zoning district and be consistent in color and material to the home.
- i) The home and accessory dwelling unit are considered separate dwellings for the purposes of rental licensing and a rental license is required when either the home or accessory dwelling unit is occupied by someone other than the owner of the property or a member of the owner's family.
 - j) The home and the accessory dwelling unit must remain on the same parcel. The parcel may not be divided through any means including, but not limited to, filing of a plat, a waiver of platting, or a Common Interest Community.
 - k) Accessory dwelling units must be located on a permanent foundation.
2. Standards for Attached ADUs
- a) Allowed as a permitted use in the R-1, R-1A, R-1AA, R-1B, RE, FR, RF, and DF districts when accessory to a single family home with an administrative permit.
 - b) Must meet living space setbacks.
 - c) No more than 1 door may be located on the front façade of the home unless designed in a manner to minimize the visibility from the street of the second door, subject to Zoning Administrator approval.
 - d) Maximum size of 50% of the finished square footage of the primary residence or 960 square feet, whichever is less in the R-1, R-1A, R-1AA, R-1B, RF, and DF districts. Maximum size of 50% of the finished square footage of the primary residence or 1200 square feet, whichever is less in the RE and FR districts.
 - e) Noise abatement standards of 33.21 apply to attached ADUs if located southeast or northeast of the Anoka County airport or within 500 feet of any arterial roadway.
 - f) The home and ADU are considered a two family home for the purpose of application of the Minnesota Residential Code unless the home and the ADU are connected by a passageway at least 40 inches in width without a door.
3. Standards for Detached ADUs
- a) Allowed as a conditional use in the R-1, R-1A, and R-1AA, and a permitted use with an administrative permit in the RE and FR districts.
 - b) Must be located in the rear yard.
 - c) Maximum size of 50% of the finished square footage of the primary residence, 25% of the square footage of the rear yard, or 960 square feet, whichever is less in all zoning districts except RE and FR. Maximum size of 50% of the finished square footage of the primary residence, 25% of the square footage of the rear yard, or 1200 square feet, whichever is less in the RE and FR districts.
 - d) Detached accessory dwelling units are not permitted on properties with detached accessory buildings, unless the ADU is constructed as part of the same structure as the accessory building.
 - e) The footprint of accessory dwelling unit and any attached or detached accessory structures may not total more than 1,200 square feet in size in the R-1, R-1A, R-1AA zoning districts, 2000 square feet in the RE district, and 3,000 square feet in the FR district. If an accessory dwelling unit is located above a garage, the footprint of the accessory dwelling unit and the garage is counted once, not one time for the garage and one time for the accessory dwelling unit.
 - f) The detached accessory dwelling unit shall be architecturally compatible with the

- principal structure.
- g) Must meet a 10 foot setback from side and rear lot lines in the R-1, R-1A, and R-1AA districts, 20 foot setback from side lot lines and 30 feet from rear lot lines in RE and FR districts.
 - h) The detached accessory dwelling unit must be at least 15 feet from the principal structure.
 - i) The accessory dwelling unit shall not exceed the height of the principal building.

INTRODUCED and read in full this 6th day of December, 2021.

PASSED by the City Council of the City of Blaine this 20th day of December, 2021.



Signed by

Tim Sanders, Mayor

Date

December 20, 2021

Attest by

Catherine Sorensen, CMC, City Clerk

Date

December 20, 2021



City of Blaine Staff Report

File Number: 2025-137

Agenda Date	Status
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June 16, 2025

In Control	File Type
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City Council

Workshop Item

New Business - Michelle Wolfe, City Manager

Agenda Item # 3.3

City Manager Discussion With Council

Background

The mayor asked the city manager to discuss various topics related to city operations, process, etc. with council prior to her retirement on July 3. The city manager will prepare various topics for discussion prior to the meeting.

Staff Recommendation

Questions for Council

Attachment List

None