

**CITY OF CRYSTAL**  
**ORDINANCE #2016-06**  
**AN ORDINANCE AMENDING CHAPTER 4**  
**OF THE CRYSTAL CITY CODE**

The City of Crystal ordains:

**ARTICLE I.** Chapter IV of the Crystal City Code is hereby amended by adding Section 403 as follows:

Section 403 – Residential Construction Management

403.01. Purpose. The construction of new one-family or two-family dwellings, and the construction of major additions to existing dwellings, can disrupt the quietude of the neighborhood, damage adjacent public infrastructure, create stormwater and erosion problems, and result in littering and other nuisances. The purpose of this section is to reduce the negative impacts associated with such construction activities.

403.03. Definitions. Subdivision 1. The definitions in section 515.09 of this code shall apply to this section, except that the following words and terms shall, for the purposes of this section, have the meaning given them in this subsection.

Subd. 2. “Applicant” means the person or entity that applies for a building permit and that will undertake, or is otherwise responsible for, the work to construct the new construction or major addition.

Subd. 3. “Building permit” means a permit issued by the city to construct a new one-family or two-family dwelling, or to construct a major addition to a one-family or two-family dwelling.

Subd. 4. “New construction” means the construction of a new one-family or two-family dwelling.

Subd. 5. “Major addition” means the construction of a second story of any size or a building addition totaling 500 square feet or greater to a one-family or two-family dwelling.

Subd. 6. “Residential construction management agreement” means an agreement prepared by the city and entered into between the applicant for a building permit and the city that, at a minimum, identifies the specific items the applicant must take into consideration and follow during construction.


403.05. Permit. Subdivision 1. Permit issuance. Before the building official may issue a building permit for new construction or a major addition, the applicant shall comply with the following requirements:

- (a) Pre-construction meeting. The applicant shall attend a meeting with city staff to discuss code requirements and the residential construction management agreement.
- (b) Residential construction management agreement. The applicant shall complete and execute a residential construction management agreement on a form provided by the building official. The applicant is required to notify any subcontractors working on the project of the requirements of the agreement. Failure to comply with the terms of the agreement can result in a delay in construction, the issuance of a stop work order, or the initiation of other enforcement actions.
- (c) Cash escrow. The applicant shall furnish a cash escrow to the city in the amount established in the city's fee schedule. The city may draw on the cash escrow as needed to reimburse itself for the costs to repair damage to public property, install or repair erosion control measures, or to remedy code violations. If the city determines the amount of escrow provided is not sufficient to fully reimburse the city for its costs, the city may provide the applicant written notice of the need to deposit additional funds in the escrow account. The applicant shall provide the city the required additional cash escrow within 30 days of the date of the written notice. The cash escrow shall be held by the city until the final certificate of occupancy is issued for the project, at which time the remaining escrow balance will be refunded, without interest, to the applicant.
- (d) Property signage. A sign shall be posted by the applicant on the property at least five days before new construction or a major addition commences, identifying the property address, type of project such as "New Home" or "Home Addition", the applicant, and the name and working phone number for the applicant's project manager. The sign face shall be four square feet in area. The lettering on the sign shall be of a sufficient size to be, in the judgement of the building official, visible from the street. The sign shall not be placed in the public right-of-way and shall be maintained until the certificate of occupancy is issued for the project.

**ARTICLE II. Effective date.** This ordinance is effective upon adoption and 30 days after publication.

First Reading: December 6, 2016  
Second Reading: December 20, 2016  
Council Adoption: December 20, 2016  
Publication: January 5, 2017  
Effective Date: February 4, 2017

**BY THE CITY COUNCIL**

  
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Jim Adams, Mayor

ATTEST:

  
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Christina Serres, City Clerk