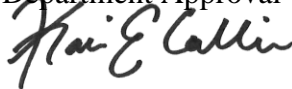


**ROSEVILLE**  
**REQUEST FOR CITY COUNCIL ACTION**

Agenda Date: **07/11/16**  
Agenda Item: **14.b**

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Department Approval



City Manager Approval



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Item Description: Approval of planned unit development fees necessary to implement and process the recently adopted Planned Unit Development Ordinance (PROJ0017, Amdt26).

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1 **BACKGROUND**

2 On April 11, 2016, the Roseville City Council adopted Ordinance 1497, which established new  
3 planned unit development requirements. The new ordinance requires three distinct processes  
4 (sketch, concept, and final), two open house meetings (one prior to sketch plan submittal and  
5 prior to one prior to concept plan submittal) and a public hearing before the Planning  
6 Commission. Given the complexity of this process, the Planning Division has looked into the  
7 costs associated with each step in the PUD process to determine appropriate fees.

8 The previous PUD process included three phases (sketch, general concept and final development)  
9 and the following fee structure:

10 Sketch Plan application fee - \$200  
11 General Concept application fee - \$500  
12 General Concept escrow fee - \$2,000  
13 Final Development application fee - \$400  
14 Amendment application fee - \$400  
15 Amendment escrow fee - \$2,000  
16 Total Cost - \$5,500

17 Regarding fees in general, one of the challenges for City staff is determining proper or  
18 appropriate reimbursement of staff time associated with projects requiring formal reviews and  
19 approvals. History on such charges has been inconsistent, however, considering the recently  
20 adopted PUD process and the costs associated with the greater notification procedures, the  
21 Planning Division supports increasing the base PUD fee and required PUD escrow to more  
22 effectively reimburse staff for their hours reviewing, managing, and processing PUD proposals.

23 **STAFF RECOMMENDATION**

24 In review of the previous PUD application fees, escrows, the zoning notification program, and a  
25 conservative estimate of professional staff hours, the Planning Division recommends establishing  
26 the following fee structure:

27 Sketch Plan PUD Open House Application Fee - \$1,100 (\$800 waived till December 2016)  
28 PUD Sketch Application Fee - \$350  
29 PUD Concept Open House Application Fee - \$1,100 (\$800 waived till December 2016)

30 PUD Concept Application Fee - \$2,500  
31 PUD Concept Escrow Fee - \$4,200  
32 PUD Final Application Fee - \$1,200  
33 PUD Final Escrow Fee - \$1,800

34 **POLICY OBJECTIVE**

35 Approval of the proposed fees would complete the policy objective set forth in the recently  
36 adopted Planned Unit Development ordinance and allow staff to create the applicable  
37 applications with the approved fees.

38 **BUDGET IMPLICATIONS**

39 The establishment of the proposed notification and application fees is not intended to directly  
40 impact the Community Development Fund or other Department budgets as applicants will be  
41 responsible for most all fees associated with their PUD approval process.

42 **CITY COUNCIL ACTION**

43 By Motion, approve the establishment of PUD fees in the Fee Schedule.

**Prepared by: Thomas Paschke, City Planner, 651-792-7074**  
[thomas.paschke@cityofroseville.com](mailto:thomas.paschke@cityofroseville.com)

Attachment A: Draft resolution

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF THE CITY OF ROSEVILLE**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 11th day of July at 6:00 p.m.

The following Members were present: \_\_\_\_\_;  
and \_\_\_\_ were absent.

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION NO. \_\_\_\_  
A RESOLUTION CREATING APPLICATION AND ESCROW FEES PERTAINING TO  
THE PLANNED UNIT DEVELOPMENT PROCESS**

WHEREAS, the Roseville City Council adopted Ordinance 1497 which established a new Planned Unit Development process; and

WHEREAS, the Planned Unit Development process requires three distinct phases of approvals, three open house meetings, and a minimum of two public hearings, all of which have associated costs; and

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to APPROVE the following fees associated with the Planned Unit Development process:

- Sketch Plan PUD Open House Application Fee - \$1,100 (\$800 waived till December 2016)
- PUD Sketch Application Fee - \$350
- PUD Concept Open House Application Fee - \$1,100 (\$800 waived till December 2016)
- PUD Concept Application Fee - \$2,500
- PUD Concept Escrow Fee - \$4,200
- PUD Final Application Fee - \$1,200
- PUD Final Escrow Fee - \$1,800

The motion for the adoption of the foregoing resolution was duly seconded by Council Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor: \_\_\_\_\_; and \_\_\_\_\_ voted against.

WHEREUPON said resolution was declared duly passed and adopted.

