

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

Agenda Date: 01/30/17

Agenda Item: 7.e

Department Approval



City Manager Approval



Item Description: Update on the greater notification pilot program and fees changes to certain application processes.

BACKGROUND

On May 23, 2016, the City Council approved a resolution implementing a pilot program for greater notification on applications requesting a Comprehensive Plan Map Change, Zoning Map Change, Interim Use, Subdivision Plat, and Planned Unit Development applications. The pilot program encountered two applications meeting the expanded notification criteria prior to the expiration of the program.

The approved resolution included the following five conditions:

1. The pilot program shall include only the Comprehensive Plan Map Change, Zoning Map Change, Interim Use, Subdivision Plat, and Planned Unit Development applications.
2. Standard fees shall apply to each application, however, all cost increases associated with the pilot program are covered by the Community Development Department.
3. A developer open house shall be held by the developer notifying the expanded notification list prior to a Comprehensive Plan Map Change, Zoning Map Change, Interim Use, Subdivision Plat, or Planned Unit Development application being submitted/accepted by the Community Development Department.
4. The Planning Division shall be responsible for working with the developer on location and date of the open houses; develop the invitation providing details regarding the proposals, mail out the open house notice to all property owners and renters within the 500 foot radius, and mail a copy of the meeting notes to all citizens on the sign-in sheet.
5. The City shall install (either via private contract or utilizing in-house employees) at least one proposed development sign on the subject property of the application request.

When established, the pilot program temporarily implemented outcomes of the Zoning Notification Task Force as a way to better engage Roseville citizens. The pilot program was also a way for the Planning staff to measure expanded notification cost impacts. As stated above, the Planning Division only received two applications requiring the expanded notification: Meritex Enterprises at 2501 Walnut Street and the former PIK Terminal property at Mount Ridge Road and Twin Lakes Parkway. Due to the composition of surrounding uses around these uses, neither of these two open houses (pertaining to Interim Use) included extensive expanded notification and staff was unable to obtain enough information regarding how to assess fees for the process. That, however, changed in December and January with the Minnesota State Fair Park & Ride lots embarking on the open house process for renewal of their Interim Use.

Working with the State Fair, the Planning Division combined the ten park and ride lots into five groups of open houses and kept track of its hours and product costs. The Division also crafted invitations complete with detailed maps and route information germane to the grouped meetings.

PLANNING DIVISION ANALYSIS

Since the expanded notification process can be costly, the Planning Division will bring forward fees schedule changes regarding an open house application, fee, and escrow. The Division will also be moving forward with text amendments to §1009.07 and §1102.01 pertaining to developer open houses to address the changes in how open house notification is completed.

SUGGESTED CITY COUNCIL ACTION

There is no City Council action necessary unless the Council desires additional changes in the open house or expanded notification processes.

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