




## Interdepartmental Memorandum

CITY OF SAINT PAUL

TO: ~~Diane Wanner~~, District Council Coordinator  
FROM: Cecile Bedor, Director, PED   
DATE: January 14, 2014  
RE: District Council Boundary Change Application Fee

The District Council Boundary Change Procedure Advisory Group has drafted an ordinance establishing procedures for future District Council boundary change proposals. Analyzing proposals and processing applications for these boundary changes can result in significant staff time. Therefore, the Advisory Group has recommended an application fee be set to recover some of the associated costs, and has asked PED to recommend a fee.

Recently, District 6 and District 10 adjusted their boundaries. This project required 109 hours of staff time at an estimated cost of \$3,500 (\$4,500 with overhead charges). With the streamlined procedure proposed by the Advisory Group, future costs will probably be less than this, but establishing a fee to recover 100% of city costs will likely result in a fee that is cost-prohibitive. In addition, each case will likely be different, thus making actual staff time difficult to predict today. Thus, the City may be in peril of breaking state law if the fee is so high that, in some cases in the future, actual costs are lower than the fee.

It was suggested by the Advisory Group that a fee be set at a point similar to current zoning case fees. The Advisory Group felt the fee should be high enough to deter frivolous proposals, while not making them cost prohibitive. Common zoning case fees are set as follows:

- Minor Variance = \$420
- Major Variance = \$520-\$815
- Nonconforming Use Permit = \$700.00
- Conditional Use Permit = \$800.00
- Rezoning = \$1,200

Current cost recovery from fees ranges widely, from 20% to 100%. Considering all factors, it is recommended that a fee be set at \$1,000. This represents approximately 22% cost recovery and is mid-way between a CUP and a Rezoning.

Please feel free to contact Scott Tempel of my staff if you have questions or need more information.

Attachments: Zoning Fee Comparison Chart  
Staff Costs for District 6-10 Boundary Change Analysis

**District 6/10 Boundary Issue: Staff Time**

I was first given this project on October 15, 2012. I finished and sent the final draft of my initial study memo to Donna Drummond on November 2, and began planning the public meeting, working on the Open Saint Paul forum, and discussing funding implications after that. The public meeting was held on January 9, 2013. Our final recommendation was completed and sent to CM Brendmoen on January 22. Our compilation of census data to determine funding changes was completed in late January/early February. Also during this time, a resolution was drafted and was finally sent to the Councilmember on February 14. Additional work on this project thereafter was minimal and related to the larger picture of boundary change processes and not this

10/15/12-11/2/12	22 hours
11/3/12-1/9/13	45 hours
1/10/13-1/22/13	12 hours
1/23/13-2/14/13	30 hours
<b>TOTAL</b>	<b>109 hours</b>

	hourly rate	<b>TOTAL</b>
Cost of staff time: Salary plus fringe benefits only:	32.14	<b>\$3,503.26</b>
Salary plus all "overhead" charge	41.26324	<b>\$4,497.69</b>