



**CITY OF SAINT PAUL**  
*Christopher B. Coleman, Mayor*

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To: Saint Paul City Council  
From: Jamie Radel, City Planner  
Allan Torstenson, Principal City Planner  
CC: Donna Drummond, Planning Director  
Peter Warner, Office of the City Attorney  
Wendy Lane, Zoning Administrator  
Date: June 17, 2015  
RE: Minor Revisions to Parkland Dedication Since Planning Commission Recommendation

During discussions on the implementation of the revisions of the City's parkland dedication requirements and review of the draft ordinance by Peter Warner in the City Attorney's office, two amendments to the draft ordinance language forwarded onto the City Council by the Planning Commission have been made. This memo identifies staff's recommended changes.

### **1. Change to proposed administrative fee – Section 63.703 in Planning Commission recommendation**

*Recommendation from Planning Commission*

#### Sec. 63.703. Parkland Dedication Administrative Fee

A parkland dedication administrative fee of five (5) percent of the parkland dedication fee, to a maximum of one thousand dollars (\$1,000) per project, shall be paid by the applicant to the city prior to building permit issuance.

*Staff Recommendation on Amendment to Planning Commission Recommendation*

In the review of the parkland dedication requirements recommended by the Planning Commission, Peter Warner from the Office of the City Attorney recommended that the proposed administrative fee be amended to be an application fee and moved from the new parkland dedication requirements to the section of the zoning code that deals with all other application fees. As an application fee, this fee can only cover the additional cost related to reviewing applications against the city standards for parkland dedication.

*Revised language:*

#### **Sec. 61.302. Application forms and fees**

- a. *Application forms and fee.* All applications shall be filed on appropriate forms. Pursuant to Minn. Stat. § 462.353, subd. 4, a fee to defray the costs incurred in administering official zoning controls established pursuant to Minn. Stat. § 462.351-364, as set forth in the schedule below, shall be paid by the applicant when a zoning application is filed. The fee for applications filed with the planning administrator shall be paid to the department of planning and economic development. The fee for applications filed with the zoning administrator shall be paid to the department of safety and inspections. Zoning control application fees shall be amended by ordinance.
- b. *Fee schedule.* Fees for the following zoning control applications shall be as follows:
  1. *Site plan review:*
    - a. Two hundred dollars (\$200.00) residential, one (1) to two (2) dwelling units.
    - b. Five hundred dollars (\$500.00) up to ten thousand (10,000) square feet of land and two hundred dollars (\$200.00) for each additional ten thousand (10,000) square feet of land for all other uses, and an additional fee of two hundred sixty dollars (\$260.00) for sites on steep slopes or in the river corridor or tree preservation overlay districts. For any site plan for which a travel demand management plan is required, there is an additional fee of four hundred fifty dollars (\$450.00). For any site plan for which parkland dedication is required, there is an additional fee of five (5) percent of the parkland dedication fee up to one hundred dollars (\$100.00).

## **2. Addition of language setting determination of land vacancy**

### *Staff Recommendation on Minor Amendment*

In the recommendations the Planning Commission forwarded to the City Council, there was no recommendation related to the determination of when the City would consider a lot vacant for the determination of the net increase in dwelling units and building square footage used to calculate the required amount of parkland needed under proposed *Section 63.701. Parkland dedication requirements*, which set the framework for collecting parkland or fees when building permits are issued. In order to facilitate implementation of this requirement, staff recommends that buildings removed prior to January 1, 2000, not be considered when determining the net increase. The City's AMANDA database was put in place at the end of 1999. These records allow City staff the ability to more easily review demolition permits and building records issued after its launch to verify the number of dwelling units and the area of commercial/industrial development.

### *Revised Language*

#### Sec. 63.701. Parkland dedication requirements.

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(d) Buildings removed from the site prior to January 1, 2000, shall not be considered in the parkland dedication calculation.

If you have any questions regarding these changes, please do not hesitate to contact Jamie Radel at [jamie.radel@ci.stpaul.mn.us](mailto:jamie.radel@ci.stpaul.mn.us) or 651-266-6614 or [allan.torstenson@ci.stpaul.mn.us](mailto:allan.torstenson@ci.stpaul.mn.us) or 651-266-6579.