


ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/23/2011
Item No.: 13 . a

Department Approval

City Manager Approval

PT/LB



Item Description: Discussion of Park Dedication Process

1 **BACKGROUND**

2 At the April 11, 2011 City Council meeting, Councilmember Willmus asked that the park dedication
3 process be discussed by the Council.

4 Currently, the City Ordinances read as follows as it pertains to Park Dedication:

5
6 ***1103.07: PARK DEDICATION:***

7 *A. Condition to Approval: As a condition to the approval of any subdivision of land in any zone, including the*
8 *granting of a variance pursuant to Section 1104.04 of this Title, when a new building site is created in excess of*
9 *one acre, by either platting or minor subdivision, and including redevelopment and approval of planned unit*
10 *developments, the subdivision shall be reviewed by the Park and Recreation Commission. The Commission shall*
11 *recommend either a portion of land to be dedicated to the public for use as a park as provided by Minnesota*
12 *Statutes 462.358, subdivision (2)(b), or in lieu thereof, a cash deposit given to the City to be used for park*
13 *purposes; or a combination of land and cash deposit, all as hereafter set forth.*

14
15 *B. Amount to be Dedicated: The portion to be dedicated in all residentially zoned areas shall be 10% and 5% in*
16 *all other areas.*

17
18 *C. Utility Dedications Not Qualified: Land dedicated for required street right of way or utilities, including*
19 *drainage, does not qualify as park dedication.*

20
21 *D. Payment in lieu of dedication in all zones in the city where park dedication is deemed inappropriate by the*
22 *City, the owner and the City shall agree to have the owner deposit a sum of money in lieu of a dedication. The*
23 *sum shall be reviewed and determined annually by the City Council by resolution. (Ord. 1061, 6-26-1989)*

24
25 *E. Park Dedication Fees may, in the City Council's sole discretion, be reduced for affordable housing units as*
26 *recommended by the Housing and Redevelopment Authority for the City of Roseville.*
27 *(Ord. 1278, 02/24/03)*

28 Park Dedication fees are set by the City Council annually as part of the fee schedule. Currently, the
29 amount is set at \$3,000 per new residential lot created. For non-residential lots created, the fee is
30 calculated as 5% of the fair market value of the property in question. Park Dedication fees are collected
31 by the Community Development Department at time of issuance of the building permit.

32 Currently, as part of the Development Review Committee process, Parks and Recreation staff are made
33 aware of the proposed subdivision. Typically, park dedication fees have been collected as a result of
34 new subdivisions. The new Master Parks Plan, as part of its implementation, may require land in
35 certain areas to be dedicated to the City for future park uses.

36 Given the recent number of subdivisions during the first part of the year, Community Development and
37 Parks and Recreation staff have reviewed the internal processes of reviewing a subdivision as it pertains
38 to park dedication. At the May 3, 2011 Park and Recreation Commission meeting, Commissioners
39 discussed the current process and suggested that it could be significantly improved by revising the
40 subdivision application to list the Park and Recreation Commission as part of the review process
41 outlined in the application, potentially including land dedication for park land, and including a copy of
42 the Park Dedication ordinance.

43 From the Commission's direction and staff discussions, the subdivision applications have been revised
44 to more clearly that the park dedication ordinance may apply with a new subdivision. In addition, the
45 application now states that the applicant needs to contact the Roseville Parks and Recreation
46 Department so that the Roseville Parks and Recreation Commission can make a final recommendation
47 regarding park dedication. Under the new policy, the applicant must go to the Park and Recreation
48 Commission **prior** to submitting the subdivision application to Community Development. By doing
49 this, the Park and Recreation Commission will be able to consider the park dedication requirements
50 early in the process and without the 60-day review land use review period beginning. If an application
51 is submitted without a recommendation regarding park dedication by the Park and Recreation
52 Commission, staff will determine the application for a subdivision incomplete and return the
53 application.

54 **POLICY OBJECTIVE**

55 The requirement of park dedication is allowed under Minnesota State Statutes 462.353. The purpose is
56 to allow municipalities the ability to receive land or funds for park purposes to lessen the burden that
57 new development has on these facilities.

58 **FINANCIAL IMPACTS**

59 Park Dedication Fees bring in revenue to the City. As the amount is dependent on the level of
60 development, it is difficult to predict exactly the amount of funds that will be brought in on an annual
61 basis.

62 **STAFF RECOMMENDATION**

63 Staff is providing this report for informational purposes.

64 **REQUESTED COUNCIL ACTION**

65 No action requested. Report is provided for informational purposes.

66

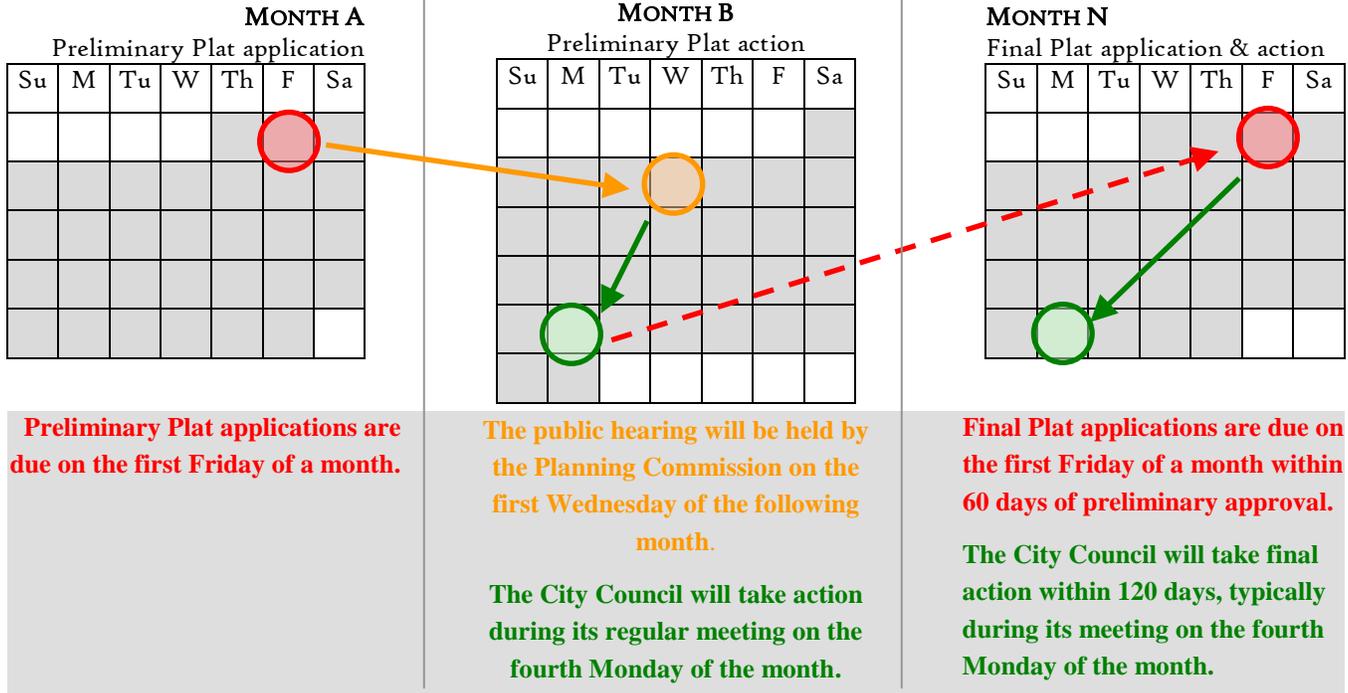
Prepared by: Patrick Trudgeon, Community Development Director (651) 792-7071
Lonnie Brokke, Parks and Recreation Director (651) 792-7101

Attachments: A: Revised Subdivision Application



PRELIMINARY AND FINAL PLAT APPLICATION AND REVIEW PROCESS

Example Timeline



Overview: Preliminary Plat applications will be reviewed by City staff and discussed in a public hearing by the Planning Commission, which meets on the first Wednesday of each month, before final action is taken by the City Council at its regular meeting on the fourth Monday later that month. Final Plat applications will be reviewed by City staff to ensure consistency with preliminary approvals before being finally approved by the City Council.

Application Deadline: Preliminary and Final Plat applications must be received by the close-of-business on the **first Friday of each month**. Preliminary Plat applications received after this date cannot be heard at the Planning Commission meeting of the following month.

Submission Requirements: The attached application forms must be completed and submitted in their proper sequence with all requested materials. Failure to submit all application materials may delay the review process described below. **Park dedication requirements may apply; an application will not be deemed complete without documentation from the Parks & Recreation Department indicating whether park dedication is required and, if so, whether the Parks & Recreation Commission recommends dedication of land or cash in lieu of land.**

Escrow Deposit: Because plats involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$1,500 in escrow in addition to the application fee for a Preliminary Plat. If the escrow is drawn down to \$500, the applicant will be required to replenish the account; unused escrow funds will be returned to the applicant at the conclusion of the Final Plat process.

Initial Review: Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant in the form of a letter within about 10 days of the application submittal date. A letter in response to an *incomplete* application will identify the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will restart. A letter in response to a complete application will outline the following schedule for the formal review and approval process.

Formal Review: Plat applications may be discussed by a panel of City staff representing various departments. The members of this panel will address points of concern based on their respective professional experience; a summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Planning Commission. **(Reminder: The Park and Recreation Commission must make a recommendation regarding park dedication prior to an application being deemed complete and prior to the formal review process beginning).**

Staff Reports: Community Development staff will prepare a report summarizing the application, reviewing it against the City's Codes, Ordinances, and policies, and providing a recommendation for the Planning Commission and/or City Council. This report will be provided to the applicant prior to the public hearing at the Planning Commission meeting.

Preliminary Plats: A Preliminary Plat application requires the Planning Commission to review the application in an open meeting at which the public is invited to comment on the proposal; this is a public hearing. Minnesota State Law requires a published notice in a City's legal newspaper a minimum of ten (10) days prior to a public hearing. City policy further requires that notices be mailed directly to property owners within 500 feet of the affected property. Both of these notices are prepared and sent by the City of Roseville.

Planning Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to respond to questions from the Planning Commission and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, video, or other materials. Because the hearing will be televised and recorded, applicants should be prepared to speak into the microphone at the presentation table.

Planning Commission Action: The Planning Commission does not approve or deny a Preliminary Plat application; instead, it makes a recommendation of approval or denial to the City Council and provides the rationale for its recommendation. The application, along with the recommendation of the Planning Commission, is then brought to the City Council which has authority to approve or deny the application.

City Council: Based on the recommendation from the Planning Commission in addition to its own review, the City Council will approve or deny the proposed plat as an item on the "Consent Agenda". At its discretion, however, the City Council may choose to review the application in greater detail and take public comment before ultimately approving or denying the request. If a Preliminary Plat is approved, the applicant must apply for Final Plat approval within 6 months; failure to adhere to this timeline will nullify the approval unless an extension is requested by the applicant and approved by the City Council.

Final Plats: Final Plats do not require a public hearing. The City Council will approve or deny the proposed plat at one of its regular meetings; an approval will be contingent on execution of a Public Improvement Contract if public improvements are necessary. If a Final Plat is approved, the applicant has 1 year to file the plat with the Ramsey County Recorder. Failure to record an approved plat within this timeline will nullify the approval.

Please keep this sheet for your reference after you have submitted the attached application.



COMMUNITY DEVELOPMENT

2660 Civic Center Drive ❖ Roseville, MN 55113

Phone: (651) 792-7005 ❖ Fax: (651) 792-7070

PRELIMINARY PLAT APPLICATION

CITY CODE SECTION 1102

www.ci.roseville.mn.us

APPLICATION FEE: \$500

ESCROW DEPOSIT: \$1,500

Application fee and escrow deposit should be made payable to City of Roseville upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Zoning Designation: _____

5. Comprehensive Plan Designation: _____

6. Statement of Intent: Describe the properties to be combined or created as a part of this Preliminary Plat application and indicate whether a variance, zoning change, and/or Conditional Use Permit will be required for the proposed parcels or the intended use.

7. Additional Required Information:

a. Park Dedication Determination: Applications must include documentation from the Parks & Recreation Department (651-792-7101) indicating whether park dedication is required and, if so, whether the Parks & Recreation Commission recommends dedication of land or cash in lieu of land.

b. Legal Description and PIN: Provide the existing Parcel Identification Number(s) and the complete legal description(s) of the property involved.

c. Proposed Plans: In addition to 4 full size copies of the proposed plat, a topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the Community Development Director.

d. Written Narrative: The written narrative should address whether the parcels affected by the proposed plat would comply with all of the applicable Code requirements.

8. Notification Sign: The applicant must obtain a “Notice of Land Use Application” sign from the Community Development Department and post the sign along the street in front of the subject property. Multiple signs may be required for sites adjacent to more than one street.

9. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Preliminary Plat applications must be received by the close-of-business on the first Friday of a month; applications received after this date cannot be heard at the Planning Commission meeting of the following month.



COMMUNITY DEVELOPMENT
2660 Civic Center Drive ❖ Roseville, MN 55113
Phone: (651) 792-7005 ❖ Fax: (651) 792-7070

FINAL PLAT APPLICATION

CITY CODE SECTION 1102
www.ci.roseville.mn.us

APPLICATION FEE: \$500

Fee should be made payable to City of Roseville upon submittal of completed application.

Please complete the application by typing or printing in ink. Use additional paper as necessary.

1. Property Owner Information:

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: *(if different from above)*

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: *(if different from above)*

4. Zoning Designation: _____

5. Comprehensive Plan Designation: _____

6. Changes from Preliminary Plat: Make note of any differences in property boundaries, easements, etc. from what was proposed in the Preliminary Plat application.

7. Additional Required Information:

- a. Legal Description and PIN:** Provide the existing Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. Proposed Plans:** In addition to a full size plat incorporating all required modifications of the preliminary plat, a topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the Community Development Director.
- c. Written Narrative:** The written narrative should address whether the parcels affected by the proposed plat would comply with all of the applicable Code requirements.

8. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Final Plat applications must be received by the close-of-business on the first Friday of a month; applications received after this date cannot be heard at the City Council meeting later in the same month.