City of Robbinsdale

City Council Work Session
Tuesday, December 12, 2023
4100 Lakeview Avenue North
Robbinsdale, MN
7:00 PM

AGENDA

1. CITY COUNCIL WORK SESSION CALLED TO ORDER
2. ROLL CALL: Murphy, Parisian, Blonigan, Mayor Pro Tem Wagner
3. DISCUSSION
   A. Planning and Zoning Application fees
4. STAFF UPDATES
   A. Letter to Hennepin County - HERC Closure
   B. 2024 Budget Items, to include: Debt Servicing Updates and Cost of Living Adjustments (COLA) (non-union)
   C. Employee Handbook Updates, to include Telework Policy and Earned Sick and Safe Time (ESST)
   D. Council Assignments
   E. Fire Permit Process
5. COUNCIL UPDATES
6. ADJOURNMENT

City of Robbinsdale

TO:	Mayor and City Council
PREPARED BY:	Rick Pearson, Community Development Coordinator
APPROVED BY:	Tim Sandvik, City Manager
DATE:	December 12, 2023
RE:	Planning and Zoning Application fees

Background:

It's been many years since application fees have been increased for planning applications such as variances and conditional use permits. Staff have looked at several neighboring cities for comparison.

Analysis:

Application fees have been kept low, primarily to keep them affordable for residents. The intent has been to cover the immediate cost of scheduling public hearings which require postage for mailings and publishing legal notices in the Sun Post.

However, some projects consume an enormous amount of staff time. Staff believes that fees for some applications should be increased, particularly for large commercial or multiple family developments.

Robbinsdale current fees

Conditional Use Permit	$250*
Variance	$200 *

*Applicant may be liable for additional expenses such as legal fees.

Crystal

Conditional use permit	$660 + $660 escrow
(telecommunications tower	$2,000 + $10,000 escrow)
Variance	$550 + $275 escrow

Golden Valley

Conditional Use Permit	$400 (Inflow & Infiltration compliance is required)
Variances	$200 for single family uses, $300 for all others.

New Hope

Conditional use permits	$200 (R-1 and R-2) Zoning Deposit $300 $500 all others Zoning Deposit $1500
Variances	$150 (R-1 and R-2) Zoning Deposit $300 $500 all others Zoning Deposit $1500

Recommendation:

Discuss and provide direction to staff.

Attachments:
None

2023 Council Assignments/Appointments

1	***Mayor Pro Tem***	Aaron Wagner
2-A	***League of Minnesota Cities***	Mia Parisian
		Aaron Wagner
B	***National League of Cities***	Aaron Wagner
		Mia Parisian
C	***Metro Cities (formerly AMM)***	Sheila Webb
		Mia Parisian
D	***School District 281 Government Advisory Committee***	Sheila Webb
		Mia Parisian
E	***Suburban Rate Authority***	Richard McCoy
		William A. Blonigan
F	***NW Suburbs Cable Communications Commission***	William A. Blonigan
		Sheila Webb
G	***Northwest Community Television Board of Directors***	
H	***NWCTV Coordinators Advisory Committee***	Kayla Kirtz
		Dustin Leslie
I	***Corridor Management Committee***	William A. Blonigan
		Aaron Wagner
J	***Bottineau Works Committee***	Aaron Wagner
		Mia Parisian

City of Robbinsdale
Recreational Fire Permit Application
Fee | $50.00

Please Complete the information below and sign the application. Pursuant to Robbinsdale City Code Section 910.47 a permit is required for recreational fires for in ground fire pits, and portable units. The fee for a Recreation Fire Permit is $50 and will be effective providing you maintain residence at the address listed below. The permit is valid for permanent and portable fire locations, subject to the conditions necessary to maintain safe burning standards as defined by the Minnesota State Fire Code and Robbinsdale City Code Section 910.47.

Name of Applicant: _____

Permit Address: _____

Phone: _____ Email: _____

Please initial below for all recreational fires to indicate that you understand and will abide by the listed requirements:

_____ Recreational fires must be on private property and a minimum of 10 ft. from all property lines.
_____ The person in charge of the recreational fire must be 18 years or older and a resident of the permit address, and shall be present for the duration of the fire, including extinguishing the fire.
_____ Only Clean, dry firewood shall be used, and flames shall not exceed 2 feet above the base of the fire.
_____ The prevailing wind at the time of the fire shall not exceed 5 mph.
_____ Fire extinguishing aids shall be immediately accessible, i.e. garden hose, shovel, extinguisher.
_____ Recreation fires shall not start before 9:00 a.m. and must be extinguished by 11:00 p.m.
_____ The recreational fire permit must be kept at the permit address and be available if requested.
_____ Fire Official's or Police Officers are authorized to require that recreational fires be immediately discontinued if any requirement is violated, or the fire is determined to constitute a hazardous condition. Any person(s) who fail to comply with these conditions shall be in violation and have their permit revoked. A citation for violation of city ordinance may also be issued.
_____ In ground fire pits shall be constructed with a maximum diameter of three feet and minimum depth of one foot. The outer ring shall be constructed with a non-combustible material.
_____ In ground recreational fires shall not be constructed with 25 feet of a structure. (i.e. garages, houses, sheds, fences, decks, roofs, or combustible material).
_____ Portable fire containers shall have a maximum diameter of three feet and minimum depth of one foot and shall be made with non-combustible material.
_____ Portable fire containers shall not be placed within 15 feet of a structure (i.e. garages, houses, sheds, fences, decks, roofs, or combustible material).
_____ An annual certification will be required to maintain the use of a recreational fire permit.

I have carefully read and accepted the full responsibility for the conditions and requirements of this permit, and understand that the recreational fire may be halted at any time at the discretion of a Fire Official or Police Officer. I also certify that I am at least 18 years old, and I understand that no recreational fires are allowed at the above address unless the person in charge of the fire is a resident of the above address and is at least 18 years old.

Signature: _____ Date: _____

Office use only

Date received: _____ Type of payment: ☐ Cash ☐ Credit card ☐ Check number: _____

Approval: _____ Date: _____

Attention: Deputy City Clerk
City of Robbinsdale | 4100 Lakeview Ave. N., Robbinsdale, MN 55422 | 763.537.4534