



CITY OF WEST ST. PAUL
1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

OPEN COUNCIL WORK SESSION
MUNICIPAL CENTER ADMINISTRATION CONFERENCE ROOM
July 11, 2016
5:00 p.m. (Follows the EDA Work Session)

1. Roll Call

2. Approve Agenda

3. Review The Regular Meeting Consent Agenda

4. Agenda Item(S)

4.A. 2017 Fee Schedule

Estimated time required: 20 minutes

Documents:

[COUNCIL REPORT - 2017 PROPOSED FEE SCHEDULE.PDF](#)
[2017 PROPOSED FEE SCHEDULE.PDF](#)

4.B. Net Ministries Property And Rental Licensing Discussion

Estimated time required: 20 minutes

Documents:

[COUNCIL REPORT - NET MINISTRIES.PDF](#)
[NET PROPERTY MAP.PDF](#)
[RENTAL DENSITY MAP.PDF](#)

4.C. Temporary Family Health Care Dwellings

Estimated Time Required: 30 minutes

Documents:

[COUNCIL REPORT - TEMP. FAMILY HEALTH DWELLINGS.PDF](#)
[ATTACHMENT - TEMPORARY HEALTH CARE DWELLINGS.PDF](#)

5. Adjourn

Future Topics for Discussion & Consideration

- North Gateway Development
- Solid Waste Management Discussion (90 min.)
- Renaissance Plan (90 min.)
- Redevelopment Financing Tools (JC/Bellows)

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at
651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting
www.wspmn.gov EOE/AA*

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Joan Carlson, Finance Director
DATE: July 11, 2016
SUBJECT: 2017 Proposed Fee Schedule



City of West St. Paul

BACKGROUND INFORMATION:

Staff has reviewed and updated the attached 2017 Proposed Fee Schedule to reflect market conditions and increased operating costs.

Many fees remain unchanged from last year. The liquor license and motor vehicle related business fees were once again held to 2014 rates to allow businesses relief from the Robert Street reconstruction project.

Some fees have been adjusted up a small amount to account for increased city costs – they are highlighted in yellow on the attached worksheet.

Other fees have been increased a larger amount in an effort to bring them closer to a cost recovery level. These fees are highlighted in green on the attached worksheet.

There are three new items on the Proposed Fee Schedule (highlighted in blue):

- *Potentially* dangerous animal was added with a fee of \$210, which is half of the dangerous animal fee.
- Fee for general police services was added at a rate of \$150 per hour.
- Permit parking signs and stickers were added with the rates as follows:
 - Permit parking sign - \$200
 - Parking stickers (1st sticker no charge) -15.00
 - 1 day sticker (limit of 15 per request) – 1.00 each

STAFF RECOMMENDATION:

Staff requests council consideration of the 2017 Proposed Fee Schedule as attached.

Fee Description	2015 Adopted Fees	2016 Adopted Fees	2017 Proposed Fees
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local	1.5%	0.0%	

2017 changes

*** statutory limits**

BUSINESS LICENSE FEES

Liquor, Wine & Beer:

Intoxicating Liquor

Off-Sale (MS 340A.408 Subd 3 (a)(3)) *	380.00	380.00	380.00	-	0%
On-Sale (MS 340A.408 Subd 2 (a)(b))				-	
Category 1	7,500.00	7,500.00	7,500.00	-	0%
Category 2 (formerly tavern)	7,500.00	7,500.00	7,500.00	-	0%
On-Sale Installment Option				-	
Due December 15	3,750.00	3,750.00	3,750.00	-	0%
Due June 15 (incl \$25 Admin Fee)	3,775.00	3,775.00	3,775.00	-	0%
On-Sale Outside Service	205.00	205.00	205.00	-	0%
Sunday Sale (MS 340A.408) *	200.00	200.00	200.00	-	0%
On-Sale Temporary - per application	25.00	25.00	25.00	-	0%
On-Sale Temporary Outside Service - per application	25.00	25.00	25.00	-	0%
Wine (MS 340A.408 Subd 2©)	1,475.00	1,475.00	1,475.00	-	0%

3.2% Malt Liquor

Off-Sale	128.00	128.00	128.00	-	0%
On-Sale	500.00	500.00	500.00	-	0%
On-Sale Outside Service	205.00	205.00	205.00	-	0%
On-Sale Temporary*	25.00	25.00	25.00	-	0%
On-Sale Temporary Outside Service *	25.00	25.00	25.00	-	0%

Brewpub

Off-Sale		128.00	128.00	-	0%
On-Sale		500.00	500.00	-	0%
Cocktail Room		500.00	500.00	-	0%
Temporary Off-sale Wine*		25.00	25.00	-	0%
Culinary Class limited On-sale*		25.00	25.00	-	0%

A 10% surcharge may be applied for provisional or conditional liquor, wine or beer licenses

* per application

Special Events

Consumption and Display Permit (Annual)	300.00	300.00	300.00	-	0%
Consumption and Display Permit (One-Day)	25.00	25.00	25.00	-	0%
Live Entertainment (Annual)	350.00	350.00	350.00	-	0%
Live Entertainment (Additional, Similar Events)	50.00	50.00	50.00	-	0%
Live Entertainment (Additional, but Significantly Different Events)^	150.00	150.00	150.00	-	0%

^ events requiring staff to revisit site

Amusement & Amusement Devices:

Carnival - per week	2,621.00	2,621.00	2,750.00	129.00	5%
Gambling (MS 349.213)					
Gambling - annual license *	NA	NA	NA		
Gambling - one day license *	NA	NA	NA		
Special Events - Fee varies by event					

Fee Description	2015 Adopted Fees	2016 Adopted Fees	2017 Proposed Fees
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local	1.5%	0.0%	

2017 changes

Commercial & Service Activities:

Adult Use (Sexually-Oriented Business)	6,765.00	6,765.00	7,100.00	335.00	5%
Laundry					
Self-Service up to 10 machines	100.00	100.00	105.00	5.00	5%
each additional machine	5.00	5.00	5.00	-	0%
<i>Massage Therapy</i>					
Personal	90.00	90.00	95.00	5.00	6%
Business	90.00	90.00	95.00	5.00	6%
Pawnbroker	6,765.00	6,765.00	7,100.00	335.00	5%
<i>Peddlers, Solicitors and Transient Merchants</i>					
License	90.00	90.00	95.00	5.00	6%
Registration	84.00	84.00	85.00	1.00	1%
Photo ID Badge	13.00	13.00	14.00	1.00	8%
Precious Metals Dealer	1,800.00	1,800.00	1,890.00	90.00	5%
Rubbish Hauler (commercial and residential)	400.00	500.00	625.00	125.00	25%
Truck Sticker	25.00	30.00	40.00	10.00	33%
Roll Off Sticker	25.00	30.00	40.00	10.00	33%
Second Hand Dealer	260.00	260.00	275.00	15.00	6%
Tattoo/Body Art - Business	1,800.00	1,800.00	1,890.00	90.00	5%
Firework Sales					
Permit (MS624.20-624.25) *	25.00	25.00	25.00	-	0%
Inspection Fee (goes to SMFD)	75.00	75.00	75.00	-	0%
Tobacco	495.00	495.00	500.00	5.00	1%

Building, Construction, Mechanical and Related Trades:

Motor Vehicle Related Business:

Motor Vehicle Sales and Rentals	90.00	90.00	90.00	-	0%
Motor Vehicle Related Business	90.00	90.00	90.00	-	0%
New & Used Motor Vehicle Dealer/Broker	175.00	175.00	175.00	-	0%

Residential Rental License

Residential Rental Dwellings	40.00	n/a	n/a		
Residential Rental Dwellings - per Unit > 1	10.00	n/a	n/a		
Category A					
Base Fee		35.00	35.00	-	0%
Per Unit		8.00	8.00	-	0%
Category B					
Base Fee		40.00	40.00	-	0%
Per Unit		10.00	10.00	-	0%
Category C					
Base Fee		50.00	50.00	-	0%
Per Unit		15.00	15.00	-	0%
Rental Housing Inspection	90.00	n/a			
Base Fee		150.00	150.00	-	0%
Per Unit		20.00	20.00	-	0%
Reinspection		50.00	50.00	-	0%

Other Businesses:

Fee Description	2015 Adopted Fees	2016 Adopted Fees	2017 Proposed Fees	2017 changes	
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local	1.5%	0.0%			
Courtesy Benches - each	35.00	35.00	35.00	-	0%

NON-BUSINESS LICENSE FEES

Animals:

Cats	19.00	19.00	20.00	1.00	5%
Spayed or Neutered	15.00	15.00	15.00	-	0%
Duplicate License	2.00	2.00	2.00	-	0%
Dogs	19.00	19.00	20.00	1.00	5%
Spayed or Neutered	15.00	15.00	15.00	-	0%
Duplicate License	2.00	2.00	2.00	-	0%
Potentially Dangerous Animal	n/a	n/a	210.00	210.00	n/a
Dangerous Animal (including warning symbol and tag)	355.00	400.00	420.00	20.00	5%
Exotic Animal Permit	200.00	200.00	200.00	-	0%
Special Permit - Exceeding Number of Animals Allowed	200.00	200.00	200.00	-	0%

Building Permits:

For all Building Permits the City follows the MN Statute 326B.153 Building Permit Fee Schedule (includes general contracting, sheetrock, fences, and parking lots)					
Residential Contractor License Verification	5.00	5.00	5.00	-	0%
Contractor Lead Certification Verification	5.00	5.00	5.00	-	0%
Investigation Fee: equal to the value based permit fee					
Residential Roofing permit (Fixed fee + St. Surcharge)		95.00	95.00	-	0%
Residential Window permit (Fixed fee + St. Surcharge)		75.00	75.00	-	0%
Residential Siding permit (Fixed fee + St. Surcharge)		95.00	95.00	-	0%

State Surcharge - Value Based Permits:

\$1,000,000 or less - Valuation x .0005 (50 cents per \$1000)					
\$1,000,001 to \$2,000,000 - \$500 + .0004 x (value - \$1,000,000)					
\$2,000,001 to \$3,000,000 - \$900 + .0003 x (value - \$2,000,000)					
\$3,000,001 to \$4,000,000 - \$1200 + .0002 x (value - \$3,000,000)					
\$4,000,001 to \$5,000,000 - \$1,400 + .0001x (value - \$4,000,000)					
Greater than \$5,000,000 - \$1,500 + .00005 x (value - \$5,000,000)					

State Surcharge - Fixed Fee Permits:

Permit fee less than \$10,000	5.00	1.00	1.00	-	0%
Permit fee more than \$10,000 fee x .0005					

Fee Description	2015 Adopted Fees	2016 Adopted Fees	2017 Proposed Fees
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local	1.5%	0.0%	

2017 changes

Plumbing Permits:

Commercial

Greater of 1.5% of total value of work or minimum \$50 fee (plus the state surcharge as required)	min 50.00	min 50.00	min 50.00		
--	-----------	-----------	-----------	--	--

0 0%

Residential

For **existing buildings** there will be a base fee of \$50 (plus the state surcharge of \$5) - this includes on fixture. Each additional fixture will add \$10 fo the fee.

Plumbing Fixtures - each	10.00	10.00	10.00		
--------------------------	-------	-------	-------	--	--

- 0%

For **new single family dwelling** there will be a flat fee of \$200 (plus the state surcharge of \$5)

Minnesota State Surcharge As Required					
---------------------------------------	--	--	--	--	--

Mechanical Permits:

Commercial

HVAC - Commercial Project					
Greater of 1.5% of total value of work or minimum \$50 fee	min 50.00	min 50.00	min 50.00		

Residential

New Single Family Dwelling HVAC Systems	200.00	200.00	200.00	-	0%
Furnace	50.00	50.00	50.00	-	0%
Air Conditioner	50.00	50.00	50.00	-	0%
Boiler	50.00	50.00	50.00	-	0%
In Floor Heat	50.00	50.00	50.00	-	0%
Air Exchanger	50.00	50.00	50.00	-	0%
Fireplace	50.00	50.00	50.00	-	0%
Garage Heater / Unit Heater	50.00	50.00	50.00	-	0%
Exhaust Fans	50.00	50.00	50.00	-	0%
Radon System	50.00	50.00	50.00	-	0%
Heat Pump	50.00	50.00	50.00	-	0%
Duct Work Only / Duct Extension	50.00	50.00	50.00	-	0%
Energy Recovery Ventilator	50.00	50.00	50.00	-	0%
Gas Appliance	50.00	50.00	50.00	-	0%
Miscellaneous / Other	50.00	50.00	50.00	-	0%
Gas Piping	25.00	25.00	25.00	-	0%

Electrical Permits:

Electrical Permits: State Electrical Inspection Permit Fee Schedule

Sign Permits:

Temporary Signs per permit	25.00	25.00	25.00	-	0%
Other Signs-value based					

PLANNING, ZONING AND COMMUNITY DEVELOPMENT FEES

Fee Description	2015 Adopted Fees	2016 Adopted Fees	2017 Proposed Fees
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local	1.5%	0.0%	

2017 changes

Zoning Request:

Rezoning					
Fee	325.00	325.00	325.00	-	0%
Escrow Deposit	800.00	800.00	800.00	-	0%
Variance					
Residential - Fee	100.00	100.00	100.00	-	0%
Residential - Escrow Deposit (single variance)	400.00	400.00	400.00	-	0%
Residential - Escrow Deposit (multiple variance)	500.00	500.00	500.00	-	0%
Commercial - Fee	200.00	200.00	200.00	-	0%
Commercial - Escrow Deposit (single variance)	600.00	600.00	600.00	-	0%
Commercial - Escrow Deposit (multiple variance)	700.00	700.00	700.00	-	0%
Interim Use Permit					
Fee	175.00	175.00	175.00	-	0%
Conditional Use Permit					
Residential - Fee	275.00	275.00	275.00	-	0%
Residential - Escrow Deposit	400.00	400.00	400.00	-	0%
Commercial - Fee	275.00	275.00	275.00	-	0%
Commercial - Escrow Deposit	800.00	800.00	800.00	-	0%
Proposed Preliminary Plat - Fee	275.00	275.00	275.00	-	0%
Proposed Preliminary Plat - Fee (add'l per lot)	2.00	2.00	2.00	-	0%
Proposed Preliminary Plat - Escrow Deposit (1-2 lots)	600.00	600.00	600.00	-	0%
Proposed Preliminary Plat - Escrow Deposit (3+ lots)	1,600.00	1,600.00	1,600.00	-	0%
Vacation of Rights of Way - Fee	175.00	175.00	175.00	-	0%
Special Meetings of the Planning Commission	275.00	275.00	275.00	-	0%
Site Plan Approval - Fee	275.00	275.00	275.00	-	0%
Site Plan Approval - Escrow Deposit	1,300.00	1,300.00	1,300.00	-	0%
Zoning Letter					
Standard	100.00	100.00	100.00	-	0%
Detailed	200.00	200.00	200.00	-	0%

PARKS & RECREATION FEES

Park Dedication Fees:					
Commercial, per acre	12,500.00	12,500.00	12,500.00	-	0%
Industrial, per acre	12,500.00	12,500.00	12,500.00	-	0%
Residential - lesser of 8% of mv or:					
R1, per unit	1,000.00	3,000.00	3,000.00	-	0%
R2, per unit	1,000.00	2,500.00	2,500.00	-	0%
R3, per unit	1,000.00	2,250.00	2,250.00	-	0%
PUD (amount based on actual usage)					

Golf Course:

Fee Description	2015 Adopted Fees	2016 Adopted Fees	2017 Proposed Fees
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local	1.5%	0.0%	

2017 changes

Thompson Oaks Golf Course - Rates may adjust during the season for marketing purposes.

Rounds:

Single Round	14.00	14.00	14.00	-	0%
Senior - weekday (M-F)	10.00	10.00	10.00	-	0%
Senior - weekend	11.00	11.00	11.00	-	0%
Junior - weekday (M-F)	10.00	10.00	10.00	-	0%
Junior - weekend	11.00	11.00	11.00	-	0%
Cart Rental (per 9 holes)	9.00	9.00	9.00	-	0%

Leagues (per round):

Juniors	10.00	10.00	10.00	-	0%
Ladies	12.00	12.00	12.00	-	0%
Seniors	10.00	10.00	10.00	-	0%
Co-Ed	12.00	12.00	12.00	-	0%
Couples	12.00	12.00	12.00	-	0%
Patron Card - Resident	35.00	35.00	35.00	-	0%
Patron Card - Non-Resident	45.00	45.00	45.00	-	0%
Golf League Fees - Resident (plus greens fee)	25.00	25.00	25.00	-	0%
Golf League Fees - Non-Resident (plus greens fee)	30.00	30.00	30.00	-	0%

Regional Athletic Center (Sports Dome):

November - April					
Prime Time (M-F: 5pm-10pm, Sat: 7am-10pm, Sun: noon-10pm)					
Field 1, per hour	175.00	175.00	175.00	-	0%
Field 2, per hour	175.00	175.00	175.00	-	0%
Field 3, per hour	150.00	150.00	150.00	-	0%
Late Night - after 10 pm, any day, any field, per hour	100.00	100.00	100.00	-	0%
May - October					
Prime Time (M-F: 5pm-10pm, Sat: 7am-10pm, Sun: noon-10pm)					
Fields 1 and 2 together, per hour	75.00	75.00	75.00	-	0%
Field 3, per hour	25.00	25.00	25.00	-	0%
*All other times - rates may be adjusted per contract or for seasonal marketing purposes					
Batting Cages, per hour (1 batting cage is included with field rates above)	30.00	30.00	30.00	-	0%

Ice Arena

Ice Arena (per hour + tax)	196.00	199.00	200.00	1.00	1%
Multi Purpose – 2 hr minimum					
Two Hours - Resident	20.00	20.00	20.00	-	0%
Two Hours - Non-Resident	30.00	30.00	30.00	-	0%
Each Add'l Hour	5.00	5.00	5.00	-	0%

Fee Description	2015 Adopted Fees	2016 Adopted Fees	2017 Proposed Fees	2017 changes	
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local	1.5%	0.0%			
Damage Deposit	50.00	50.00	50.00	-	0%

Softball

Leagues

Fastpitch	900.00	850.00	TBD		0%
Fastpitch - Non-Resident add'l	100.00	100.00	100.00		0%
Slowpitch (E)	500.00	550.00	TBD		0%
Slowpitch (E) Non-Resident add'l	100.00	100.00	100.00		0%
Slowpitch (C/D)	825.00	850.00	TBD		0%
Slowpitch (C/D) Non-Resident add'l	100.00	100.00	100.00		0%

Fields

Tournaments

One Day	290.00	290.00	295.00	5.00	2%
Weekend	525.00	525.00	530.00	5.00	1%
Per hour , any field	35.00	35.00	35.00	-	0%
Lights at Sports Complex	50.00	50.00	50.00	-	0%

Picnic Shelters

Marthaler and Garlough

Resident Full Day (plus tax)	80.00	80.00	80.00	-	0%
Non-Resident Full Day (plus tax)	100.00	100.00	100.00	-	0%

Harmon Park Neighborhood Center

Resident per hour (plus tax)	-	50.00	50.00	-	0%
Non-Resident per hour (plus tax)	-	60.00	60.00	-	0%
Non-Profit, per hours (plus tax)	-	30.00	30.00	-	0%
Alcohol Add-on Fee	-	50.00	50.00	-	0%

Oakdale, Southview, & Sports Complex

Resident per hour (plus tax)	40.00	40.00	40.00	-	0%
Non-Resident per hour (plus tax)	50.00	50.00	50.00	-	0%

Thompson Park Activity Center

Resident per hour (plus tax)	40.00	40.00	50.00	10.00	25%
Non-Resident per hour (plus tax)	-	50.00	60.00	10.00	20%
Non-Profit, per hours (plus tax)	-	25.00	30.00	5.00	20%
Alcohol Add-on Fee	-	50.00	50.00	-	0%

NOTE: Park Shelter fees are waived for bonafide military service organizations and may be waived for other non-profit organizations at the City

WSPYAA Youth Sports

Tournaments

Football/Soccer - per weekend	215.00	215.00	215.00	-	0%
Baseball/Softball - per weekend	340.00	340.00	340.00	-	0%

Individual Fees

Fee Description	2015 Adopted Fees	2016 Adopted Fees	2017 Proposed Fees	2017 changes	
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local	1.5%	0.0%			
Baseball/Softball (Per player per season)	7.00	7.00	7.00	-	0%
Football/Soccer (Per player per season)	7.00	7.00	7.00	-	0%

Concession Fees

Ice Arena, per month	230.00	230.00	230.00	-	0%
Sports Complex, per month	230.00	230.00	230.00	-	0%
Harmon Park	N/A	230.00	230.00	-	0%
Sports Dome, per month	230.00	230.00	230.00	-	0%

Horseshoe League

Resident Fee - per member	-	-	5.00	5.00	
Non-Resident Fee - per member	5.00	5.00	10.00	5.00	100%

PUBLIC WORKS FEES

Right-of-way permits:

General Work in Right-of-Way (up to 500-ft) - after 500-ft, \$0.20/ft	100.00	100.00	150.00	50.00	50%
Right-of-Way Obstruction	50.00	50.00	50.00	-	0%
Delay Penalty for ROW Permit/per day fee	50/day	50/day	50/day		

Pipes:

Exterior Drain Pipe Work on Private Property:					
Permit - each	48.00	48.00	50.00	2.00	4%
House drain connections from building to property line, including clean-out(s) - each 100 ft.					
	25.00	25.00	30.00	5.00	20%
Manholes and Catch Basins					
	25.00	25.00	30.00	5.00	20%
Sanitary Sewer - each 100 ft					
	25.00	25.00	30.00	5.00	20%
Storm Sewer - each 100 ft.					
	25.00	25.00	30.00	5.00	20%
Drain Pipe Work in Public Easement or Right-of-Way:					
Permit - each	48.00	48.00	50.00	2.00	4%
House drain connections from easement or property line to public main - each 100 ft.					
	25.00	25.00	30.00	5.00	20%
Manholes, Catch Basins, and cut in connections to same - each					
	25.00	25.00	30.00	5.00	20%
Sanitary Sewer - each 100 ft.					
	25.00	25.00	30.00	5.00	20%
Storm Sewer - each 100 ft.					
	25.00	25.00	30.00	5.00	20%
Minnesota State Surcharge As Required					
Connection Charges for Sewer:					
Single family dwelling	213.00	213.00	220.00	7.00	3%

Fee Description	2015 Adopted Fees	2016 Adopted Fees	2017 Proposed Fees	2017 changes	
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local	1.5%	0.0%			
Two family dwelling	427.00	427.00	440.00	13.00	3%
Multiple dwelling					
Structures having three or more dwelling units - each unit cost	213.00	213.00	220.00	7.00	3%

Traffic Control Signs:

Street or Traffic Signs Requested					
Permit Parking signs/per sign			200.00	200.00	new
Permit Parking stickers (1st sticker free)			15.00	15.00	new
1 day sticker/each (limit of 15 stickers per request)			1.00	1.00	new

Rental Rates for Radio Equipment, Marie Ave Tower :

Conventional Radio Equipment					
Single User - per month	330.00	330.00	330.00	-	0%
Community Repeater - per month	435.00	435.00	435.00	-	0%
Multi-Use System (cellular, paging, etc.)					
Per Antenna					
Radio Common Carrier - per month	550.00	550.00	550.00	-	0%
Microwave Relays					
Per Antenna - per month	550.00	550.00	550.00	-	0%
800 MHZ Trunking System and E-SMR					
Per month each Transmitter	112.00	112.00	112.00	-	0%
Per month each Receiver	112.00	112.00	112.00	-	0%
Per month each Antenna	112.00	112.00	112.00	-	0%
Per month each Standard, 2x2 floor space	112.00	112.00	112.00	-	0%
Deposit fee for Technical Review of Applications					
Single User, Cellular or Trunking E-SMR					
Per Frequency Pair	1,095.00	1,095.00	1,095.00	-	0%
Per Application	2,185.00	2,185.00	2,185.00	-	0%

POLICE DEPARTMENT FEES

Animal Impoundment - plus boarding fees (by contract)	25.00	25.00	25.00	-	0%
Audio Tape	25.00	25.00	25.00	-	0%
CD	9.00	9.00	9.00	-	0%
Clearance Letter	12.00	12.00	12.00	-	0%
Drug Lab Clean-up Actual Cost of Clean-up + 10% City Admin Fee					
Public Crash Data for commercial requestors, annual fee per organization (provides weekly reports to each requestor)	50.00	50.00	50.00	-	0%
Reports - per 8-1/2 x 11 page (MS 13.03 Subd 3-c)	0.25	0.25	0.25	-	0%

Fee Description	2015 Adopted Fees	2016 Adopted Fees	2017 Proposed Fees	2017 changes	
Inflation Factor - March 31st - Implicit Price Deflator (IPD), State and Local	1.5%	0.0%			
Photos – film processed - plus processing fee	12.00	12.00	12.00		0%
Excess Use of Police Services-(within a 12 month period):					
1 to 2 calls	-	-	-		
3 to 5 calls - per call	145.00	145.00	145.00	-	0%
6 + calls - per call	200.00	200.00	200.00	-	0%
General Police Services:					
1 officer plus vehicle/per hour			150.00	150.00	new
False Alarms					
0-3 Alarms per year	-	-	-		
4-5 Alarms per year	125.00	125.00	130.00	5.00	4%
7-10 Alarms per year	185.00	185.00	190.00	5.00	3%
More than 10 Alarms per year	270.00	270.00	300.00	30.00	11%
Fingerprinting (Residents Only)	17.00	17.00	17.00	-	0%
Pawn Transaction Fees					
Modem Transmissions	2.00	2.00	2.00	-	0%
Manual Transmissions	5.00	5.00	5.00	-	0%
Abandoned Property Storage					
On-site (per item)	5.00	5.00	7.50	2.50	50%
Off-site (per item)	Actual Cost + \$25	Actual Cost + \$25	Actual Cost + \$25		
Firearm Storage Fee					
Intake of Firearm	50.00	50.00	50.00	-	0%
Removal of Firearm	50.00	50.00	50.00	-	0%
Daily Storage Fee	0.50	0.50	0.50	-	0%

PUBLICATIONS AND OTHER SERVICES

Annual Budget Book	90.00	90.00	93.00	3.00	3%
Annual Financial Statements	90.00	90.00	93.00	3.00	3%
Property Assessment Search	20.00	20.00	20.00	-	0%
City Code Book	215.00	215.00	220.00	5.00	2%
Copies per 8-1/2 x 11 copy (MS 13.03 Subd 3-c)	0.25	0.25	0.25	-	0%
Notary Fee (when not performed with other fee-based service)	1.00	1.00	1.00	-	0%
Precinct Map	1.00	1.00	1.00	-	0%
Zoning Book	150.00	150.00	155.00	5.00	3%

Unless otherwise required by the Code, a late fee of 1.5% shall be applied to all invoices that are not paid in a timely manner.

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
FROM: Korine Land, City Attorney
DATE: July 11, 2016
SUBJECT: Net Ministries



City of West St. Paul

BACKGROUND INFORMATION:

Net Ministries provides missionary training to college-age students who desire to serve on mission teams throughout the United States. Net temporarily houses students in a dorm-type setting on-site. In addition, Net currently owns 3 residential properties in which it houses training staff and intends to acquire two additional homes. A map showing the location of Net Ministries' main campus and the relevant houses is attached.

The use of single-family homes as rental properties for this purpose has caused concern because these properties are not yet licensed, they are not all contiguous to or part of the main campus and they are occupied by more than 3 unrelated people.

Properties involved:

- **110 Crusader** is the main campus and has a dorm that houses up to 150 students on site several times during the year. Net Ministries received a variance on December 19, 2000 to allow a dorm for up to 150 people for training purposes.
- **76 Crusader** is a house located on its main campus. Using the on-site housing for a church exception in our ordinance (§153.050), this single-family home is allowed up to 10 occupants and currently has 10 residents.
- **1990 Stryker** is a single-family home located across the street from the main campus and was purchased by Net in 2006. Using the same on-site housing exception noted above, this house would be allowed up to 10 occupants but currently has 8 residents.
- **1924 Bidwell** is a single family home that was purchased by Net in 2014 and currently houses 10 residents based on the previous language in the Code that allowed a congregate residence for 10 or less in a dwelling unit in the R1A zoning district.

[Old definition] Dwelling Unit. A building or portion thereof which contains living Facilities including provisions for sleeping, eating, cooking and sanitation for not more than one family *or a congregate residence for ten or less persons.* (emphasis added)

- **1962 Stryker** is an owner-occupied single family home. The owner has

entered into a purchase agreement with Net Ministries and the closing is scheduled for this summer.

- **2010 Stryker** is an owner-occupied single family home. The owner has entered into an option agreement/right of first refusal with Net Ministries giving Net the option to purchase when the owner desires to sell.

Staff met with Net Ministries several times over the last few months in order to identify a solution. We think we have found a staged-approach that will allow Net to fulfill its needs, while allowing the City to have an orderly and consistent application of its rental housing ordinance. Net has indicated that it can provide the missionary training through the existing on-site dorm for students and 4 single-family homes for staff. To that end, Staff brings these ideas for your consideration.

1. Rezone the Net Ministries main campus to a PUD with an underlying R4 zoning district.

- An underlying zoning district of R4 multi-family allows for sufficient density on the site, either with additions to the existing dorm or through the construction of new buildings on the site. Density calculations in the R4 would allow up to 221 units. A PUD provides flexibility from strict zoning requirements for a planned development within the confines of the topography and the existing buildings.
- The rental density restriction does not apply to R4 but would be applied to the remaining R1 properties within the “block.” Removing the Net main campus would still allow 2 rental licenses to be available on that block. (see rental density map)

2. Obtain rental licenses.

- **76 Crusader** and the dorm at **110 Crusader** need rental licenses. They would not be limited to the no-more-than 3 unrelated people ordinance because 76 Crusader uses the on-site housing exception (up to 10) and the dorm has a variance for up to 150 people. These licenses would not count against the block for rental density purposes.
- **1990 Stryker** needs a rental license but could continue to house up to 8 occupants (due to reliance on the on-site housing for a church provision).
- **1924 Bidwell** needs a rental license. Net is firm in its position that they relied on staff before acquiring the property as to the number of occupants that would be allowed. However, upon acquiring 1962 Stryker, Net indicated it can move 4 people from Bidwell into 1962 Stryker, which will leave 6 people at Bidwell for now. Then, upon either the acquisition of 2010 Stryker or the completion of a new house on the main campus, Net can move the remaining people out of Bidwell and either sell the property or limit the number of occupants to no more than 3 unrelated people. Staff recommends that this occur within 3 years.
- **1962 Stryker** will need a rental license for 4 people. The use of this property is only temporary while Net either constructs the new house on the main campus or until it acquires 2010 Stryker, whichever occurs

first. The rental license would provide special conditions allowing 4 people.

- **2010 Stryker** will need a rental license. This property would need to house up to 10, so they would need special conditions with the rental license.

In the end, the 4 houses for staff are intended to be 76 Crusader, new house next to 76 Crusader (both located on the main campus), 1990 Stryker and 2010 Stryker (both across the street but closest to the Northern Service Center). Since no other rental licenses will be available on this block, 1962 Stryker will have to be sold or become owner-occupied.

FISCAL IMPACT:

none

STAFF RECOMMENDATION:

Discuss and provide direction to Staff

ATTACHMENTS:

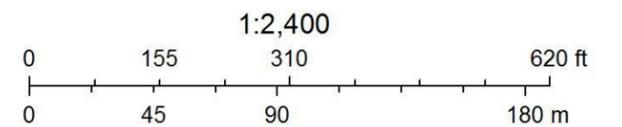
Map of Net Properties

Rental Density Map

Dakota County, MN



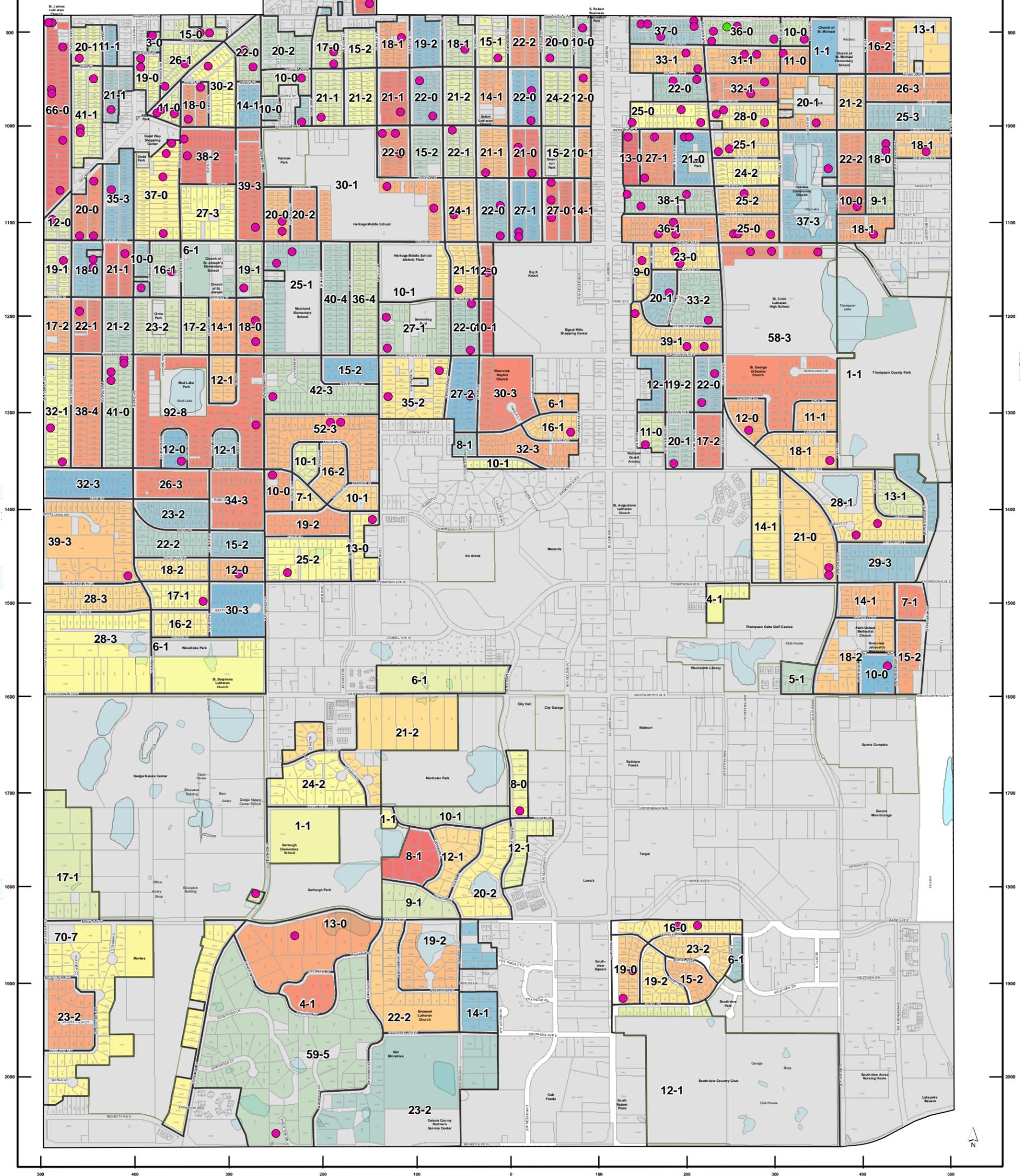
July 6, 2016



Property Information



Rental Density in West St. Paul by Single-family Zoning



Prepared for the
West St. Paul Community
Development Department by
the Dakota County Office of GIS

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information and data from various city, county and state offices and the internet. The information should be used for reference only. No representation is made that features presented accurately reflect true conditions. Neither Dakota County nor the City of West St. Paul assumes any liability for any errors or omissions herein. If information is found, please contact the Dakota County Office of GIS.

DATE: 6/28/2016 10:47 AM
BY: J. J. JENSEN, GIS SPECIALIST
CHECKED BY: J. J. JENSEN, GIS SPECIALIST
APPROVED BY: J. J. JENSEN, GIS SPECIALIST
CITY CLERK

How to Read the Map

Each block has a code that indicates how many total lots are in the block and how many units are currently available for rental. Examples:

- 12-1** Indicates there are 12 lots in the block, and one unit is available for rental
- 14-0** Indicates there are 14 lots in the block, and zero units are available for rental

Lot/Block Table

Lots/Block	Rental Units Allowed	Lots/Block	Rental Units Allowed
1-14	1	35-44	4
15-24	2	45-54	5
25-34	3	55-64	6
65-74	7	95-104	10
75-84	8	105-114	11
85-94	9	115-124	12

Legend

- Licensed
 - Provisional License
 - Qualifying Lots Block Boundaries
 - Exempt Areas
- Licensed Rental Units (as of 6-28-16)**

TO: Mayor and City Council
THROUGH: Matt Fulton, City Manager
 Jim Hartshorn, Community Development Dir.
FROM: Ben Boike, Assistant Comm. Dev. Dir.
DATE: July 11, 2016
SUBJECT: Temporary Family Health Care Dwellings



City of West St. Paul

BACKGROUND INFORMATION:

Per the attached summary provided by the League of MN Cities, the State Legislature recently passed a bill creating a new process for landowners to place mobile residential dwellings on their property to serve as a temporary health care dwelling. The bill essentially requires all cities to allow mobile dwelling units (300 sq. ft. or less) on residential properties as a permitted use to provide temporary housing for “mentally or physically impaired” relatives. The bill does allow cities the ability to “opt out” of the requirement by passing an ordinance.

In discussing the bill with the City Attorney, Staff wanted to discuss the bill with Council prior to acting with a proposed Ordinance. The new law goes into effect September 1, 2016 so action is required soon should Council wish to opt out.

Should the Council wish to opt out, Staff will proceed with an ordinance amendment to be reviewed by both the Planning Commission and Council in August. Should Council want to explore options to allow temporary family health care dwelling units, Staff suggests opting out for now in order to further explore how to appropriately zone the Use.

FISCAL IMPACT:

N/A

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION:

Staff is requesting feedback from Council on whether or not to proceed with a City Ordinance amendment to opt out.



Temporary Family Health Care Dwellings of 2016 Allowing Temporary Structures – What it means for Cities

Introduction:

On May 12, 2016, Governor Dayton signed, into law, a bill creating a new process for landowners to place mobile residential dwellings on their property to serve as a temporary family health care dwelling.¹ Community desire to provide transitional housing for those with mental or physical impairments and the increased need for short term care for aging family members served as the catalysts behind the legislature taking on this initiative. The resulting legislation sets forth a short term care alternative for a “mentally or physically impaired person”, by allowing them to stay in a “temporary dwelling” on a relative’s or caregiver’s property.²

Where can I read the new law?

Until the state statutes are revised to include bills passed this session, cities can find this new bill at [2016 Laws, Chapter 111](#).

Does the law require cities to follow and implement the new temporary family health care dwelling law?

Yes, unless a city opts out of the new law or currently allows temporary family health care dwellings as a permitted use.

Considerations for cities regarding the opt-out?

These new temporary dwellings address an emerging community need to provide more convenient temporary care. Cities may want to consider the below when analyzing whether or not to opt out:

- The new law alters a city’s level of zoning authority for these types of structures.
- While the city’s zoning ordinances for accessories or recreational vehicles do not apply, these structures still must comply with setback requirements.
- A city’s zoning and other ordinances, other than its accessory use or recreational vehicle ordinances, still apply to these structures. Because conflicts may arise between the statute and a city’s local ordinances, cities should confer with their city attorneys to analyze their current ordinances in light of the new law.
- Although not necessarily a legal issue for the city, it seems worth mentioning that the permit process does not have the individual with the physical or mental impairment or that

¹ [2016 Laws, Chapter 111](#).

² Some cities asked if other states have adopted this type of law. The only states that have a somewhat similar statute at the time of publication of this FAQ are North Carolina and Virginia. It is worth noting that some states have adopted Accessory Dwelling Unit (ADU) statutes to allow granny flats, however, these ADU statutes differ from Minnesota’s Temporary Health Care Dwelling law.

individual's power of attorney sign the permit application or a consent to release his or her data.

- The application's data requirements may result in the city possessing and maintaining nonpublic data governed by the Minnesota Government Data Practices Act.
- The new law sets forth a permitting system for both cities and counties³. Cities should consider whether there is an interplay between these two statutes.

Do cities need to do anything to have the new law apply in their city?

No, the law goes into effect September 1, 2016 and automatically applies to all cities that do not opt out or don't already allow temporary family health care dwellings as a permitted use under their local ordinances. By September 1, 2016, however, cities will need to be prepared to accept applications, must have determined a permit fee amount⁴ (if the city wants to have an amount different than the law's default amount), and must be ready to process the permits in accordance with the short timeline required by the law.

What if a city already allows a temporary family health care dwelling as a permitted use?

If the city already has designated temporary family health care dwellings as a permitted use, then the law does not apply and the city follows its own ordinance. The city should consult its city attorney for any uncertainty about whether structures currently permitted under existing ordinances qualify as temporary family health care dwellings.

What process should the city follow if it chooses to opt out of this statute?

Cities that wish to opt out of this law must pass an ordinance to do so. The statute does not provide clear guidance on how to treat this opt-out ordinance. However, since the new law adds section 462.3593 to the land use planning act (Minn. Stat. ch. 462), arguably, it may represent the adoption or an amendment of a zoning ordinance, triggering the requirements of Minn. Stat. § 462.357, subd. 2-4, including a public hearing with 10-day published notice. Therefore, cities may want to err on the side of caution and treat the opt-out ordinance as a zoning provision.⁵

Does the League have a model ordinance for opting out of this program?

Yes. Link to opt out ordinance here: [Temporary Family Health Care Dwellings Ordinance](#)

Can cities partially opt out of the temporary family health care dwelling law?

³ See Minn. Stat. §394.307

⁴ Cities do have flexibility as to amounts of the permit fee. The law sets, as a default, a fee of \$100 for the initial permit with a \$50 renewal fee, but authorizes a city to provide otherwise by ordinance.

⁵ For smaller communities without zoning at all, those cities still need to adopt an opt-out ordinance. In those instances, it seems less likely that the opt-out ordinance would equate to zoning. Because of the ambiguity of the statute, cities should consult their city attorneys on how best to approach adoption of the opt-out ordinance for their communities.

Not likely. The opt-out language of the statute allows a city, by ordinance, to opt out of the requirements of the law but makes no reference to opting out of parts of the law. If a city wanted a program different from the one specified in statute, the most conservative approach would be to opt out of the statute, then adopt an ordinance structured in the manner best suited to the city. Since the law does not explicitly provide for a partial opt out, cities wanting to just partially opt out from the statute should consult their city attorney.

Can a city adopt pieces of this program or change the requirements listed in the statute?

Similar to the answer about partially opting out, the law does not specifically authorize a city to alter the statutory requirements or adopt only just pieces of the statute. Several cities have asked if they could add additional criteria, like regulating placement on driveways, specific lot size limits, or anchoring requirements. As mentioned above, if a city wants a program different from the one specified in the statute, the most conservative approach would involve opting out of the statute in its entirety and then adopting an ordinance structured in the manner best suited to the city. Again, a city should consult its city attorney when considering adopting an altered version of the state law.

What is required in an application for a temporary family health care dwelling permit?

The mandatory application requests very specific information including, but not limited to:⁶

- Name, address, and telephone number of the property owner, the resident of the property (if different than the owner), and the primary care giver;
- Name of the mentally or physically impaired person;
- Proof of care from a provider network, including respite care, primary care or remote monitoring;
- Written certification signed by a Minnesota licensed physician, physician assistant or advanced practice registered nurse that the individual with the mental or physical impairment needs assistance performing two or more “instrumental activities of daily life;”⁷
- An executed contract for septic sewer management or other proof of adequate septic sewer management;
- An affidavit that the applicant provided notice to adjacent property owners and residents;
- A general site map showing the location of the temporary dwelling and the other structures on the lot; and
- Compliance with setbacks and maximum floor area requirements of primary structure.

⁶ New Minn. Stat. § 462.3593, subd. 3 sets forth all the application criteria.

⁷ This is a term defined in law at Minn. Stat. § 256B.0659, subd. 1(i) as “activities to include meal planning and preparation; basic assistance with paying bills; shopping for food, clothing, and other essential items; performing household tasks integral to the personal care assistance services; communication by telephone and other media; and traveling, including to medical appointments and to participate in the community.”

The law requires all of the following to sign the application: the primary caregiver, the owner of the property (on which the temporary dwelling will be located) and the resident of the property (if not the same as the property owner). However, neither the physically disabled or mentally impaired individual nor his or her power of attorney signs the application.

Who can host a temporary family health care dwelling?

Placement of a temporary family health care dwelling can only be on the property where a “caregiver” or “relative” resides. The statute defines caregiver as “an individual, 18 years of age or older, who: (1) provides care for a mentally or physically impaired person; and (2) is a relative, legal guardian, or health care agent of the mentally or physically impaired person for whom the individual is caring.” The definition of “relative” includes “a spouse, parent, grandparent, child, grandchild, sibling, uncle, aunt, nephew or niece of the mentally or physically impaired person. Relative also includes half, step and in-law relationships.”

Is this program just for the elderly?

No. The legislature did not include an age requirement for the mentally or physically impaired dweller.⁸

Who can live in a temporary family health care dwelling and for how long?

The permit for a temporary health care dwelling must name the person eligible to reside in the unit. The law requires the person residing in the dwelling to qualify as “mentally or physically impaired,” defined as “a person who is a resident of this state and who requires assistance with two or more instrumental activities of daily living as certified by a physician, a physician assistant, or an advanced practice registered nurse, licenses to practice in this state.” The law specifically limits the time frame for these temporary dwellings permits to 6 months, with a one-time 6 month renewal option. Further, there can be only one dwelling per lot and only one dweller who resides within the temporary dwelling

What structures qualify as temporary family health care dwellings under the new law?

The specific structural requirements set forth in the law preclude using pop up campers on the driveway or the “granny flat” with its own foundation as a temporary structure. Qualifying temporary structures must:

- Primarily be pre-assembled;
- Cannot exceed 300 gross square feet;
- Cannot attach to a permanent foundation;
- Must be universally designed and meet state accessibility standards;

⁸ The law expressly exempts a temporary family health care dwelling from being considered “housing with services establishment”, which, in turn, results in the 55 or older age restriction set forth for “housing with services establishment” not applying.

- Must provide access to water and electrical utilities (by connecting to principal dwelling or by other comparable means⁹);
- Must have compatible standard residential construction exterior materials;
- Must have minimum insulation of R-15;
- Must be portable (as defined by statute);
- Must comply with Minnesota Rules chapter [1360](#) (prefabricated buildings) or [1361](#) (industrialized/modular buildings), “and contain an Industrialized Buildings Commission seal and data plate or to American National Standards Institute Code 119.2”¹⁰; and
- Must contain a backflow check valve.¹¹

Does the State Building Code apply to the construction of a temporary family health care dwelling?

Mostly, no. These structures must meet accessibility standards (which are in the State Building Code). The primary types of dwellings proposed fall within the classification of recreational vehicles, to which the State Building Code does not apply. Two other options exist, however, for these types of dwellings. If these structures represent a pre-fabricated home, the federal building code requirements for manufactured homes apply (as stated in Minnesota Rules, Chapter 1360). If these structures are modular homes, on the other hand, they must be constructed consistent with the State Building Code (as stated in Minnesota Rules, Chapter 1361).

What health, safety and welfare requirements does this new law include?

Aside from the construction requirements of the unit, the temporary family health care dwelling must be located in an area on the property where “septic services and emergency vehicles can gain access to the temporary family health care dwelling in a safe and timely manner.”

What local ordinances and zoning apply to a temporary health care dwelling?

The new law states that ordinances related to accessory uses and recreational vehicle storage and parking do not apply to these temporary family health care dwellings. However, unless otherwise provided, setbacks and other local ordinances, charter provisions, and applicable state laws still apply. Because conflicts may arise between the statute and one or more of the city’s other local ordinances, cities should confer with their city attorneys to analyze their current ordinances in light of the new law.

What permit process should cities follow for these permits?

The law creates a new type of expedited permit process. The permit approval process found in Minn. Stat. § 15.99 generally applies; however, the new law shortens the time frame for which the local governmental unit has to make a decision on granting the permit. Due to the time sensitive

⁹ The Legislature did not provide guidance on what represents “other comparable means”.

¹⁰ ANSI Code 119.2 has been superseded by NFPA 1192. For more information, the American National Standards Institute website is located at <https://www.ansi.org/>.

¹¹ New Minn. Stat. § 462.3593, subd. 2 sets forth all the structure criteria.

nature of issuing a temporary dwelling permit, the city has only 15 days (rather than 60 days) (no extension is allowed) to either issue or deny a permit. The new law waives the public hearing requirement and allows the clock to restart if a city deems an application incomplete. If a city deems an application incomplete, the city must provide the applicant written notice, within five business days of receipt of the application, telling the requester what information is missing. For those councils that regularly meet only once a month, the law provides for a 30-day decision.

Can cities collect fees for these permits?

Cities have flexibility as to amounts of the permit fee. The law sets the fee at \$100 for the initial permit with a \$50 renewal fee, unless a city provides otherwise by ordinance

Can cities inspect, enforce and ultimately revoke these permits?

Yes, but only if the permit holder violates the requirements of the law. The statute allows for the city to require the permit holder to provide evidence of compliance and also authorizes the city to inspect the temporary dwelling at times convenient to the caregiver to determine compliance. The permit holder then has sixty (60) days from the date of revocation to remove the temporary family health care dwelling. The law does not address appeals of a revocation.

How should cities handle data it acquires from these permits?

The application data may result in the city possessing and maintaining nonpublic data governed by the Minnesota Government Data Practices Act. To minimize collection of protected health data or other nonpublic data, the city could, for example, request that the required certification of need simply state “that the person who will reside in the temporary family health care dwelling needs assistance with two or more instrumental activities of daily living”, without including in that certification data or information about the specific reasons for the assistance, the types of assistance, the medical conditions or the treatment plans of the person with the mental illness or physical disability. Because of the complexities surrounding nonpublic data, cities should consult their city attorneys when drafting a permit application.

Should the city consult its city attorney?

Yes. As with any new law, to determine the potential impact on cities, the League recommends consulting with your city attorney.

Where can cities get additional information or ask other questions.

For more information, contact Staff Attorney Pamela Whitmore at pwhitmore@lmc.org or LMC General Counsel Tom Grundhofer at tgrundho@lmc.org. If you prefer calling, you can reach Pamela at 651.281.1224 or Tom at 651.281.1266.