

INTERIM USE REVIEW PROCESS AND APPLICATION

Overview: Applications for a new or renewed interim use 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 a decision to approve or deny the request is made by the City Council at its regular meeting on the fourth Monday later that month.

Application Deadline: Applications must be received by the close-of-business on the **first Friday of each month**; applications received after this date cannot be heard at the Planning Commission meeting of the following month. Minnesota State Law requires that a decision be issued for each application within 60 days of the submission of a complete application.

Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

Example

Applications are due on the first Friday of a month.

The public hearing will be held by the Planning Commission on the first Wednesday of the following month.

The City Council will take action during its regular meeting on the fourth Monday of the month.

Timeline

MONTH A application

Su	M	Tu	W	Th	F	Sa

MONTH B action

Su	M	Tu	W	Th	F	Sa

Note: A community open house as described below must be held prior to submission of an application for approval of a new or renewed interim use.

- **Purpose:** Certain proposals or applications for development may constitute significant departures from the present or historical use and/or zoning of a property. Prior to submitting an application for a Comprehensive Plan Map Change, a Zoning Map Change, an Interim Use, a Subdivision Plat, or a Planned Unit Development, an applicant shall hold an open house meeting with property owners and renters in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
- **Summary:** The applicant/developer is responsible to provide a summary of the open house to the Community Development Staff along with a list of the people who have requested a summary of the open house. The summary shall include a list of potential issues/concerns and any possible mitigations or resolutions for resolving the issue(s) and/or concern(s). Community Development Staff will send the summary to those who have requested it before the application is submitted. The written summary of the open house must also be submitted as a component of the application.

Initial Review: Applications will be reviewed for completeness by Community Development Department staff, and a determination of completeness will be provided in writing to the applicant within about 10 days of the application submittal date. A 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 response to a complete application will outline the schedule for the formal review and approval process described below.

Formal Review: Interim use applications will 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.

Staff Report: 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. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Planning Commission meeting.

Notice of Public Hearing: Minnesota State Law requires notice of a public hearing to be published in a specified, legal newspaper a minimum of 10 days prior to a public hearing. City Ordinance further requires that notices be mailed to property owners within 500 feet of the affected property. All of these notices are prepared and sent by Community Development staff.

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, videos, or other materials. The hearing will be televised and recorded, so applicants should be prepared to speak into the microphone at the presentation table.

- At the Public Hearing: The Planning Commission Chairperson will call the meeting to order at the appointed time, Commissioners and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. Then members of the public will be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the Commissioners will discuss the application and make a recommendation for City Council action.
- Planning Commission Action: The Planning Commission does not approve or deny an 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: At the scheduled time, the Mayor will call the meeting to order and it will progress similar to the Planning Commission meeting. Based on the recommendation from the Planning Commission, in addition to its own review, the City Council may approve or deny the proposed interim use as an item on the "Consent Agenda". At its discretion the City Council may instead choose to review the application in greater detail and take public comment, similar to the public hearing, before ultimately approving or denying the request.

Necessary Findings for Approval: When approving a proposed interim use, the Planning Commission and City Council must be able to make the following findings:

- The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future;
- The proposed use will not create an excessive burden on parks, streets, and other public facilities; and
- The proposed use will not be injurious to the surrounding neighborhood or otherwise harm the public health, safety, and general welfare.

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 • planning@cityofroseville.com

Open House Application

Fee – \$1,100

Escrow- \$500

Application Date _____ **Open House Date** _____

Open House invitations will be prepared and sent by Roseville City staff.
Open House applications must be received 3 weeks before the date of the Open

This is not a Land Use Application and does not initiate the review timeline mandated in MN Stat. 15.99.

*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.*

Property Owner Information

Company Name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Email: _____ Phone: _____

Applicant Information *(if different from above)*

Company: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

Project Contact *(this information will be included in the Open House invitation):*

Last name: _____ First name: _____

Phone number: _____ Email address: _____

Purpose of the Open House

- | | |
|---|--|
| ☐ Comprehensive Land Use Plan Map Change | ☐ Zoning Map Change |
| ☐ Subdivision/Plat | ☐ Interim Use |
| ☐ Planned Unit Development (PUD) Sketch Plan | ☐ Planned Unit Development (PUD) Concept Plan |

Information for the Open House invitation: *(if different from above)*

Location: _____

Date: _____ Time: _____

Brief Proposal Description *(attach additional page if needed)*

Please include a **brief narrative and sketch plan or site plan** illustrating the intended uses and their general placement on the property along with any other information that would be useful in the consideration of the proposed project.

Signature: _____ Date: _____



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

INTERIM USE APPLICATION

CITY CODE SECTION 1009.03
www.cityofroseville.com

- ☐ **INITIAL APPLICATION FEE: \$1475**
☐ **RENEWAL APPLICATION FEE: \$1025**

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 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: Briefly describe what will be done on or with the property requiring the interim use approval and how long the use will continue.

7. Additional Required Information:

- a. Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. Proposed Plans:** In addition to a scaled site plan, a landscape plan, grading and drainage plan, photometric plan, traffic study, and exterior building elevation drawings showing building materials may also be required if deemed necessary by the Community Development Director. Plans for residential applications may be on 8½"x 11" or 11"x 17" paper. **For commercial applications, please provide 1 full-size copy of all plans in both electronic format (preferably PDF) and printed format.**
- c. Open House Summary:** A written summary of at least one open house meeting is a required component of an interim use application.
- d. Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- e. Written Narrative:** The written narrative should thoroughly describe the proposal with particular attention to any modifications and limitations of the use that will be made to reduce its incompatibility with surrounding uses.

- 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: _____

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