

Memorandum

TO: Planning Commission
FROM: Allison Eddins , Senior planner
DATE: January 28, 2025
SUBJECT: Public Hearing : Text amendment to Section 103-92 and Exhibit B:
Administrative Fee Schedule of the Shoreview Municipal Code related to
Grading Permits
**ITEM
NUMBER:** 7.C
SECTION: NEW BUSINESS

REQUESTED MOTION

To recommend city council approval of Ordinance No. 1048, and ordinance summary for publication, for the amendment to Section 103-92 of the Shoreview Municipal Code and Exhibit B - Administrative Fee Schedule in order to update the city's regulations and fees regarding grading permits.

INTRODUCTION

Chapter 103 of the Shoreview Municipal Code contains regulations that govern land use permits. City staff is proposing a text amendment to Section 103-92 that will update the city's current grading regulations to be more inline with modern best practices. The regulations were last updated in 2012. Staff is also proposing changes to the fees associated with these permits.

DISCUSSION

The primary reason that the city regulates grading/land disturbance activity is the significant impact this type of activity can have on our natural resources and stormwater infrastructure. The city's public works and natural resources staff researched modern best practices and learned how our peer metro suburbs were implementing these best practices within their communities. City staff took this information and combined it with what they know about Shoreview - our natural topography, natural resources, infrastructure, and communities values. This work is now represented in the proposed text amendment in Ordinance No. 1098.

Proposed Text Amendments to Section 103-92 and the Administrative Fee Schedule

Below is a summary of the changes that staff is recommending to the current grading permit regulations. The full text amendment is included in the Ordinance No. 1098 that is attached to this report.

- Amend the name of the permit from "grading permit" to "land disturbance permit" to better encompass the variety of project that fall under this permitting category.
- Create a definition for "water resources" that includes any wetland, lake, stream or river.
- Increase the threshold for projects needing a permit that are more than 300 feet away from a water resource from 10 cubic yards or 1,000 square feet of disturbed area to 20 cubic yards or 2,000 square feet.

- Maintain the lower threshold for projects within 300 feet of a bluff, steep slope or shore impact zone.
- Amend the lower threshold regulations to include projects within 300 feet of a water resource.
- Amend the permit expiration date for permits without a development agreement or grading certificate requirement from 1 year to six months unless otherwise extended by staff on land disturbance projects that do not require development agreements or grading certificates.
- Update inspection fees and escrow costs

RECOMMENDATION

Staff is recommending that the planning commission hold the required public hearing and recommend that the city council adopt Ordinance No. 1048 and ordinance summary for publication, amending Section 103-92 and the Administrative Fee Schedule to update the city's grading permit regulations and fees.

ATTACHMENTS

[Ordinance Summary](#)

[Ordinance 1048](#)