
AGENDA ITEM COVER SHEET

SUBJECT

Discussion on proposed revisions to the City's Planning and Development related fees.

ITEM SUMMARY

Staff is proposing an amendment to Section 15.04.045 of the Code of Ordinances to update the development fees. In an effort to simplify the fee schedule it has been modified to incorporate all associated fees into one flat fee for each specific application. As an example, the rezoning application fee would include the notification, publication, and mapping fees together. The amended schedule would also add fees for new applications or processes where presently there is not a fee. For example, Special Exceptions are a new process adopted with the recent UDC amendments and voluntary annexations have not historically had a fee. The proposal would allow an applicant to combine the applications for site plan and construction plan review (with a fee less than the individual applications) and reduce fees for amendments to existing approvals that do not require a full review.

Currently, the City's fee structure off-sets some of the City's expenses related to application processing and review; however, the existing fees do not represent the full cost nor has it been the City's policy that they should. With the proposed fee revisions, minimal additional cost recovery has been factored into the calculations with some fees still highly subsidized by the general fund. For example, the Engineering and Inspection Fees are collected prior to issuing each individual building permit. However, the engineering review takes place prior to construction plan approval and infrastructure inspections take place during construction of these improvements. This staff work may be completed years before a building permit is issued. Another example of a fee subsidy is the Certificate of Design Compliance fees that are nominal and do not reflect the actual costs to process the applications. See Exhibit A for the proposed changes to the fee schedule that reflect the existing and proposed fees. A clean version of the fee schedule is included as Exhibit B.

The last development related fee revision took place in 2007 and included changes regarding how the Traffic Impact Analysis fee was calculated; established and increased some of the GIS fees; and increased the base fee for final plats. In 2005, there was a fee added for Certificates of Design Compliance applications. During 2003 and 2004 there were some minor fee increases and new fees were established for application types that were either new with the UDC adoption or where there had been no fee charged in the past. It does not appear that there has been a comprehensive fee review for several years.

UPDATE

On September 28, 2009, staff presented the proposed fee increase to the GGAF Subcommittee. During the discussion staff was asked to come back with a description of the expenses associated with voluntary annexation applications, which currently do not have a fee. Following are the estimated fees associated with a voluntary annexation application:

Voluntary Annexation – proposed fee \$1,000

Estimated City costs:

GIS	\$ 250
Planning	\$ 600
<u>Advertising</u>	<u>\$ 575</u>
Total estimated costs	\$1425

FINANCIAL IMPACT

The Planning and Development Department revenue will be minimally impacted as the revised fees are collected. There should be a small increase related to collecting fees for those applications that do not have fees, although some applications have reduced fees for revisions where before revisions may have resulted in full fees being assessed.

ATTACHMENTS

Exhibit A – Proposed Fee Schedule with Revisions

Exhibit B – Proposed Fee Schedule

Submitted By:

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