



# City Council Report

**Date:**

**To:** City Council

**Through:** Kari Kent, Assistant City Manager

**From:** Christine Zielonka, Development Services Director  
Chase Carlile, Fiscal Analyst, Development Service Department

**Subject:** Proposed Changes to the Fee Schedule for the Development Services Citywide

## Purpose and Recommendation

The purpose of this report is to recommend modifications to fees charged by the Development Services Department for fiscal year 2017-2018. The Department consists of three areas: Planning, Development Services (Permitting, Civil and Building Plan Review and Building Inspections), and Code Compliance.

## Background

Various fees are charged for services related to the land development process in Planning and Development Services. Fees and fines are also assessed by the Code Compliance section for violation of the Zoning, Nuisance Codes and Building Codes. All fees are reviewed annually to insure they are aligned with the cost of providing the service, or are proportionate to the violation in case of code violations.

## Discussion

### PLANNING

The Department proposes the following changes to Planning's fees and charges:

1. Increase the Land Split Fee to \$648. Currently the fee being charged for land split applications is \$286 +26/lot; maximum \$364. Land splits are used to divide tracts of land into no more than 3 parcels. When a fourth lot is being created a full platting process is required.

There are a number of issues and departments involved in the review of land splits to ensure utility and street access are maintained and City standards can be met. The review time and effort is equivalent to the time and effort of other administrative review processes, for which the City of Mesa charges \$648. Estimated fiscal impact: \$5,000.

2. Establish a new fee for Design Review Administrative Reviews-Paint Changes. Currently all design review Administrative review applicants pay \$648. Applications for paint changes only require less time than standard

reviews. Cities across the Phoenix Metropolitan Area charge between \$87-\$253 for similar reviews. Staff proposes establishing a new \$100 fee for paint change only reviews. Estimated fiscal impact: -\$3,288.

3. Establish a new fee for Development Unit Plan Modifications. When the planned community zoning designation was added to the zoning ordinance, included were fees for the review of the zoning case and fees for consideration of the subsequent Development Unit Plans (DUP). Since that time, the Department has reviewed and approved DUP's in both Eastmark and Cadence. The Department is now beginning to have requests for modifications of the approved DUPs. The current fee schedule does not include a fee to charge for the staff time associated with these cases. The proposed amount for minor amendments is comparable to other administrative review fees which require similar staff time and resources. The amount for major amendments is higher, since these reviews require additional staff resources and review from the Planning and Zoning board.

Therefore, we are proposing the creation of two new fees:

- Development Unit Plans - Minor amendment: \$648
- Development Unit Plans - Major amendment: \$2,500
- Total estimated fiscal impact: \$8,888

## DEVELOPMENT SERVICES

The Department is not proposing any changes to the Development Service's fees and charges.

### **Alternatives**

Alternatives to the recommended fee modifications could include increasing, decreasing or making no changes to the various fees. The goal of fees is to recover the cost of providing services, so if the recommended fee modifications are not approved, it would make the relationship between the fees assessed to the actual cost of providing the services less accurate.

### **Fiscal Impact**

Total estimated FY17/18 fiscal impact for the Development Services Department is \$10,600

### **Coordinated With**

The Development Services Department worked with staff from the Office of Management and Budget and the City Attorney's Office.

SCHEDULE OF FEES AND CHARGES

**Department: Development Services  
Planning**

Date Last Reviewed: **December 2015**  
Contact: Heather Basford, (480) 644-4778

John Wesley, Planning Director

Description of Services:	FY 16/17 Fee/Charge	Unit	FY 17/18 Fee/Charge (effective 7/1/17)	Date Last Revised	FY 17/18 Fiscal Impact	Notes
<b>DEVELOPMENT UNIT PLANS AMMENDMENT</b>						
<b>MINOR</b>			<b>\$648.00</b>	<b>NEW</b>	<b>\$3,888</b>	Fiscal Impact \$3,888: 6*648. In the short amount of time we have had minor ammendments, it is about 6 a year
<b>MAJOR</b>			<b>\$2,500.00</b>	<b>NEW</b>	<b>\$5,000</b>	Fiscal Impact: \$5,000: 2,500 *2. We get 2 applications for major ammendments a year.
<b>Design Review Board Fees:</b>						
Design Review Application	\$1,800.00			07/01/08		
Design Review Admin Review	\$648.00			08/13/07		
<b>DESIGN REVIEW ADMIN REVIEW-PAINT CHANGE</b>			<b>\$100.00</b>	<b>NEW</b>	<b>-\$3,288</b>	Fiscal impact: -\$3,288 (648*6)-600. DSD gets about 6 paint changes a year.
Design Review Application Submitted concurrently with a Rezoning or Site Plan Review Application	\$1,000.00			07/01/10		
<b>Subdivision Development Review Fees:</b>						
Subdivision Technical Review (STR)	\$1,944.00	plus \$65/lot, unit, tract or parcel		07/01/11		
Final Plat	\$1,296.00	plus \$26/lot, unit, tract or parcel		08/13/07		
3rd Review of Pre-Final Plat Recording***	\$75.00	hour		08/01/07		
Pursuant to Maricopa County Fee Schedule				07/01/15		
CC & R***				07/01/15		
Pursuant to Maricopa County Fee Schedule				07/01/15		
Certification	\$1.00	per sheet in a set				
Land Split	<b>\$286.00</b>	<b>plus \$26/lot</b>	<b>\$648.00</b>	08/01/07	<b>\$5,000</b>	Fiscal impact: 5,000 based on 7 land splits per year
Administrative Review	\$648.00					
Affidavit of Change/Correction	\$100.00			07/01/11		
<b>Total Fiscal Impact</b>					<b>\$10,600</b>	