



Fees and Charges Report

Date: March 24, 2022
To: Audit, Finance and Enterprise Committee
Through: Natalie Lewis, Deputy City Manager
From: Nana Appiah, Development Services Director
Chase Carlile, Sr. Fiscal Analyst
Subject: Proposed Changes to Schedule of Fees and Charges (Citywide)

Purpose and Recommendation

The purpose of this report is to recommend modifications to fees charged by the Development Services Department for fiscal year 2022-23. The Department consists of two areas: Planning, and Development Services (Permitting, Civil and Building Plan Review and Building Inspections).

Background

Various fees are charged for services related to the land development process in Planning and Development Services. Fees are reviewed regularly to insure they are aligned with the cost of providing the service.

DEVELOPMENT SERVICES

Development Services is proposing the following fee changes:

1. Adjust the timing of collection of \$120.00 deposit fee charged for fourth and subsequent submittals for building permit reviews and collect the entire fee as part of the final permit issuance.

When a permit application is submitted, applicants pay a deposit that is approximately 65% of the total permit fee. This deposit covers the cost of the first review, and two subsequent reviews. If the applicant needs to submit their application for a fourth or subsequent review, Development Services collects a \$120 deposit, and charges the applicant \$120/hour for each review, with a 2-hour minimum charge. To improve the efficiency of operations, Development Services is proposing a new method of collecting the fees for fourth and subsequent reviews. The department proposes that The City collect the entire fee for the fourth review as part of the issuance of the permit. The entire cost of the review will still be collected: however, the fees will be collected as part of the issuance of the permit, instead of collecting it upfront. There is no fiscal impact to this change.

PLANNING

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

1. Combined Development Incentive Permit & Site Plan Review/Site Plan Modification fee:

The Planning Division continues to improve various operational processes to make their work functions more effective, and easier for development applicants to understand the land use application submittal review processes. During an assessment of the current fee schedule, staff identified that the fee schedule does not specifically show combined fees for the review of a site plan that also requires a Development Incentive Permit (DIP) application. To be consistent with similar processes such as assessing fees for applications that require rezoning and site plan review, staff is recommending using the same fees structure for site plan reviews that also require a DIP; therefore, staff is recommending a fee of \$1,994 and an additional \$162.00 charge per each acre of the request for projects in the downtown districts. For projects outside of the downtown districts the Site Plan Modification fee has a base fee of \$2,400 and an additional per acre fee that ranges from \$25.00 to \$195.00 depending on the size of the project.

Currently the fee for reviewing rezoning and site plan modification for downtown districts is \$1,994 and an additional \$162.00 charge per each acre of the request. The Site Plan Modification fee for projects outside of the downtown districts is a base fee of \$2,400 and an additional per acre fee that ranges from \$25.00 to \$195.00 depending on the size of the project. Staff is recommending using such a fee structure for assessing the fees for a DIP application. There is no fiscal impact for this change.

2. Combined Substantial Conformance Improvement Permit & Site Plan Review/Site Plan Modification fee.

As part of the review of the fee schedule, staff also identified that the schedule does not specifically show combined fees for the review of a site plan that also requires a Substantial Conformance Improvement Permit (SCIP) application. To be consistent with similar process such as assessing fees for applications that require rezoning and site plan review, staff is recommending using same fees structure for site plan reviews that also require a SCIP; therefore, staff is recommending a fee of \$1,994 and an additional \$162.00 charge per each acre of the request for projects in the downtown districts. For projects outside of the downtown districts the Site Plan Modification fee has a base fee of \$2,400 and an additional per acre fee that ranges from \$25.00 to \$195.00 depending on the size of the project.

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ranges from \$25.00 to \$195.00 depending on the size of the project. Staff is recommending using such a fee structure for assessing the fees for a SCIP application. There is no fiscal impact for this change.

3. The department proposes changing the names of the following fees for marijuana facilities:

Current Name	Proposed Name
Medical Marijuana Dispensary or Cultivation Facility	Marijuana Dispensary or Cultivation Facility
Registration Fee	Marijuana Facility Registration
Annual Renewal	Marijuana Facility Annual Renewal

There is no fiscal impact. The change is to be consistent with the zoning code names for these facilities.

Alternatives

Alternatives to the recommended fee modifications could include increasing, decreasing, or making no changes to the various fees.

Fiscal Impact

Total estimated FY22/23 fiscal impact for Development Services is \$0.00

Total estimated FY22/23 fiscal impact for Planning is \$0.00.

Fees & Charges Schedule – Key

Heading Configuration

<u>Schedule of Fees & Charges</u>
Department
Contact Information
HEADING 1
HEADING 2
<i>Heading 3</i>
Description of Fee
Description of Fee 2

Font Indications

Font	Font Indications
Regular Font	Existing fee or language
Strikethrough	Fee or language will be deleted from the Fee Schedule
BOLD CAPS	Language is being added to Fee Schedule
Bold	New or increased Fee Amount

Schedule of Fees & Charges

Exhibit A

Department: Development Services and Planning

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
OTHER RESIDENTIAL						
<p><i>Fourth and Subsequent Re-submittals of Drawings</i></p> <p>Applicants submitting revisions to permit applications and drawings beyond the third submittal and prior to the issuance of a permit will be assessed an additional plan review fee calculated at the rate of \$120.00 per staff hour, with a minimum of two hours. A non-refundable deposit of \$120.00 for each resubmittal shall be collected with the submission of each resubmittal after the third submittal.</p>	\$120.00		Hour	4201 & 4202	\$0.00	<p>When a permit application is submitted, applicants pay a deposit that is approximately 65% of the total permit fee. This deposit covers the cost of the first review, and two subsequent reviews. If the applicant needs to submit their application for a fourth or subsequent review, Development Services collects a \$120 deposit, and charges the applicant \$120/hour for each review, with a 2-hour minimum charge. To improve the efficiency of operations, Development Services is proposing a new method of collecting the fees for fourth and subsequent reviews. The department proposes that The City collect the entire fee for the fourth review as part of the issuance of the permit. The entire cost of the review will still be collected: however, the fees will be collected as part of the issuance of the permit, instead of collecting it upfront. There is no fiscal impact to this change.</p> <p>Rather than collect the \$120 up front at the beginning of the 4th submittal, the \$120 will be collected at permit issuance</p>

Planning Service Fee						
<p>COMBINED DEVELOPMENT INCENTIVE PERMIT & SITE PLAN REVIEW/SITE PLAN MODIFICATION</p>						<p>To be consistent with similar processes such as assessing fees for applications that require rezoning and site plan review, staff is recommending using the same fees structure for site plan reviews that also require a DIP; therefore, staff is recommending a fee of \$1,994 and an additional \$162.00 charge per each acre of the request for projects in the downtown districts. The Site Plan Modification fee for projects outside of the downtown districts has a base fee of \$2,400 and an additional per acre fee that ranges from \$25.00 to \$195.00 depending on the size of the project. Staff is recommending using such a fee structure for assessing the fees for a DIP application.</p> <p>Currently applicants applying for a Development Incentive Permit or Substantial Conformance Improvement Permit that requires a site plan review must apply for both reviews separately. This requires staff to perform two reviews that could be completed concurrently. By consolidating the process, the Substantial Conformance Improvement Permit and Development Incentive Permit processes will be streamlined and allow the site plan to be reviewed concurrently with the Substantial Conformance Improvement Permit and Development Incentive Permit. The proposed fee for a combination site plan/ Development Incentive Permit or site plan/ Substantial Conformance will have a negligible fiscal impact and provide more clarity for the applicant which will save the applicant time.</p>

ALL DOWNTOWN DISCTRICTS		BASE FEE OF \$1,944.00 PLUS \$162/ ACRE		3137	\$0.00	
ALL OTHER DISTRICTS		<p>\$2,400.00 PLUS \$195/ACRE FOR FIRST 100 ACRES</p> <p>\$2,400.00 PLUS \$235/ACRE FOR 101- 250 ACRES</p> <p>\$2,400.00 PLUS \$60/ACRE FOR 2581- 500 ACRES</p> <p>\$2,400.00 PLUS \$25/ACRE FOR 501 PLUS ACRES</p>		3137	\$0.00	

**COMBINED SUBSTANTIAL
CONFORMANCE IMPROVEMENT
PERMIT & SITE PLAN REVIEW/SITE
PLAN MODIFICATION**

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Medical Marijuana Dispensary or Cultivation Facility						
Registration Fee MARIJUANA FACILITY REGISTRATION	\$648.00			3124	\$0.00	Modification to terminology
MARIJUANA FACILITY Annual Renewal	\$50.00			3124	\$0.00	Modification to terminology

Total Development Services and Planning - Exhibit A Fiscal Impact = \$0.00