



Council Report

Date: May 7, 2012
To: City Council
Through: Kari Kent, Deputy City Manager
From: Christine Zielonka, Director
Subject: Recommended Fee and Charges Updates: Development & Sustainability

**Strategic
Initiatives**



Purpose and Recommendation

The purpose of this report is to recommend modifications to fees charged by Development Services and Planning for fiscal year 2012-2013. There are no major proposed changes to the fees and charges; the majority of modifications are minor technical corrections.

Background

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

Discussion

PLANNING

The Planning Division has two “clean-up” changes to make to the fee schedule. Both of the changes listed below will correct errors made in a previous version of the schedule under the Zoning Application Fee category.

The first change is to the per acre fee for combined applications in the downtown district. In the current schedule this amount was inadvertently increased from \$195/acre to \$235/acre. This modification will return it to the correct amount. The second change stems from the adoption of the new zoning ordinance. In the new ordinance the name was changed for two zoning districts. This modification corrects

the names in the schedule of fees and charges to be the same.

1. Combined Rezoning and Site Plan Review/Site Plan Modification. All Downtown Districts changed to “plus \$195/acre” from “plus \$235/acre”.
2. Language changed from Public Facilities (PF) to Semi-Public Facilities (PS) Overlay, from Historic Preservation (HP) to Historic District (HD) Certificate of Appropriateness.

DEVELOPMENT SERVICES

Development Services (Building and Civil Engineering Plan Review, Inspections and Code Compliance) miscellaneous permits, services and fees:

1. Language has been revised for Technology Improvement Fees found in Other Residential to delete the words “listed above”.
2. Language has been revised for Technology Improvement Fees Other Commercial to delete the words “listed above”.
3. Language has been revised for Technology Improvement Special Services to delete the words “listed above”.
4. A new item, CD-ROM, has been added to the Records, requiring Staff Research to cover the media cost when providing electronic copies. For clarification additional fees are noted as being reasonably assessed for copying, cost of time, equipment and personnel used in producing copies of the records. This CD-ROM fee of \$5.00 / CD is consistent with the item identified in Fee for Service Items under City-Wide Standard Fees.
5. Language has been added in the Other Miscellaneous Fees to Code Modifications that clarifies the fee includes 1 hour of review. Additional review time will be charged at \$90 per hour
6. A new item, Building Board of Appeals (All Other Appeals), has been added to the Other Miscellaneous Fees. This item is to reestablish the fee of \$220.00 / appeal that was deleted in error with the last update. This fee is to cover staff time associated with processing an appeal for all appeals other than single family residential.
7. A new item, Arizona Department of Health Services (ADHS); City Authority Clearance Form has been added to the Other Miscellaneous Fees. The fee of \$90.00 / each is to cover staff time associated with reviewing submittals and processing requests for completion of forms required by State Health Services for Assisted Living Homes and Centers.

Fee is to cover some of the research cost to complete the Zoning and Building parts of this new form that Arizona Department of Health Services requires for assisted living facilities. The occupancy classification of the building, maximum number of occupants needs to be determined and listed under stipulations. Restrictions on capable or incapable of self-preservation in the event of an emergency evacuation must be provided by the local jurisdiction. ADHS needs this information to determine the type of license the facility can have for the level of care. There are three levels of care a facility can be licensed for Directed, Personnel or Supervisory.

8. Language has been revised for Technology Improvement Fees found in Grubbing, Grading or Site Disturbance Work to delete the words "listed above".

Alternatives

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

Fiscal Impact

If the fee modifications recommended under the Planning and Development Services sections are not implemented it would make the relationship to the actual cost of providing the services less accurate.

Carol Haddad, Management Assistant II

Christine Zielonka, Director

Fee Recommendation Schedule

**Department: Development & Sustainability - Planning
Proposed Changes to Fees and charges**

Document of Change: Resolution

Description of Services:	Current Fee/Charge	Unit	Proposed Fee Charge	Date Last Revised	FY 12/13 Fiscal Impact	Notes
PLANNING SERVICES FEES:						
Combined Rezoning and Site Plan Review/ Site Plan Modification All Downtown Districts	\$1,944.00	plus \$235 \$195/acre		07/01/11		
Public SEMI-PUBLIC Facilities (PF S), Airfield (AF) Overlay, Historic Landmark (HL) and Historic DISTRICT Preservation (HP D) Overlay	No Fee			02/08/06		
Historic Preservation Fees: Historic Landmark and Historic Preservation-DISTRICT (HD) (HP) Clearance Review-CERTIFICATE OF APPROPRIATENESS	\$50.00			07/01/08		

Plus Transaction Privilege (Sales) Tax, where applicable

Fee Recommendation Schedule

**Department: Development & Sustainability
Proposed Changes to Fees & Charges**

Document of Change: Resolution

Description of Services:	Current Fee/Charge	Unit	Proposed Fee Charge	Date Last Revised	FY 12/13 Fiscal Impact	Notes
OTHER RESIDENTIAL						
Technology Improvement Fees:						
Each and every permit fee and service fee of all types listed above shall be assessed an additional technology improvement fee equal to four percent (4%) of the permit and/or service fee total to fund technology improvements. Such additional technology improvement fee shall be limited to a maximum of four hundred dollars (\$400.00) on each permit or service fee transaction. Such additional technology improvement fee shall only be used to acquire and implement improvements to the land development process technologies as approved by the City Manager.						Fiscal Impact Unknown at this time
OTHER COMMERCIAL						
Technology Improvement Fees:						
Each and every permit fee and service fee of all types listed above shall be assessed an additional technology improvement fee equal to four percent (4%) of the permit and/or service fee total to fund technology improvements. Such additional technology improvement fee shall be limited to a maximum of four hundred dollars (\$400.00) on each permit or service fee transaction. Such additional technology improvement fee shall only be used to acquire and implement improvements to the land development process technologies as approved by the City Manager.						Fiscal Impact Unknown at this time
SPECIAL SERVICES						
Technology Improvement Fees:						
Each and every permit fee and service fee of all types listed above shall be assessed an additional technology improvement fee equal to four percent (4%) of the permit and/or service fee total to fund technology improvements. Such additional technology improvement fee shall be limited to a maximum of four hundred dollars (\$400.00) on each permit or service fee transaction. Such additional technology improvement fee shall only be used to acquire and implement improvements to the land development process technologies as approved by the City Manager.						Fiscal Impact Unknown at this time
Records Requiring Staff Research:						
CD-ROM PLUS, IF APPROPRIATE, REASONABLE FEES FOR COPYING, COST OF TIME, EQUIPMENT AND PERSONNEL USED IN PRODUCING COPIES OF THE RECORDS. ARS 39-121.01	\$0.00	CD	\$5.00			Fiscal Impact Unknown at this time
Other Miscellaneous Fees:						
Code Modification (INCLUDES 1 HOUR OF REVIEW)	\$250.00	each			07/01/08	
ADDITIONAL REVIEW TIME AT \$90 PER HOUR	\$0.00	1 hour	\$90.00		07/01/07	Fiscal Impact Unknown at this time
(Permit CODE Appeals)	\$0.00	appeal			07/01/11	Fiscal Impact Unknown at this time
BUILDING BOARD OF APPEALS (ALL OTHER APPEALS)	0.00	appeal	\$220.00			Fiscal Impact Unknown at this time
ARIZONA DEPARTMENT OF HEALTH SERVICES (ADHS): CITY AUTHORITY CLEARANCE FORM	\$0.00	each	\$90.00			Fiscal Impact Unknown at this time
GRUBBING, GRADING OR SITE DISTURBANCE						
Technology Improvement Fees:						
Each and every permit fee and service fee of all types listed above shall be assessed an additional technology improvement fee equal to four percent (4%) of the permit and/or service fee total to fund technology improvements. Such additional technology improvement fee shall be limited to a maximum of four hundred dollars (\$400.00) on each permit or service fee transaction. Such additional technology improvement fee shall only be used to acquire and implement improvements to the land development process technologies as approved by the City Manager.						Fiscal Impact Unknown at this time