



## Legislation Details (With Text)

**File #:** 22-032      **Version:** 1      **Name:** Development Fee Schedule  
**Type:** Resolution      **Status:** Mayor's Office  
**File created:** 12/22/2021      **In control:** City Council  
**On agenda:** 1/25/2022      **Final action:** 1/25/2022  
**Title:** A Resolution establishing development application fees for the Land Use Review Division of the Planning and Development Department specifically adding a fee for carport permits and minor amendments to the fee schedule.  
(Legislative)  
  
Presenter:  
Mike Tassi, Assistant Director of Planning and Community Development  
Peter Wysocki, Director of Planning and Community Development

**Sponsors:**

**Indexes:** Fees

**Code sections:**

**Attachments:** 1. Resolution, 2. Exhibit A - Fee Schedule, 3. 2 - Staff Presentation Carport Permit Fee, 4. Fee Schedule - Redline of Changes, 5. Signed Resolution 09-22

Date	Ver.	Action By	Action	Result
1/25/2022	1	City Council	adopted	Pass
1/10/2022	1	Council Work Session	referred	

A Resolution establishing development application fees for the Land Use Review Division of the Planning and Development Department specifically adding a fee for carport permits and minor amendments to the fee schedule.  
(Legislative)

**Presenter:**

Mike Tassi, Assistant Director of Planning and Community Development  
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**Summary:**

The proposed resolution would adopt a fee for the newly established front yard carport permit. This would be a zoning permit tracked and administered by the Planning and Development Department. The attached fee resolution is a proposal for a one-time permit fee of \$119.00. The Resolution also includes formatting amendments to the schedule, changing the name of Commercial Mobile Radio Systems (CMRS) to Wireless Communication Facility (WCF), and correcting typos on fee schedule that were made under a previous amendment in 2018.

**Previous Council Action:**

The current Land Use Review application fee schedule has been in effect since early 2018. On October 23, 2018, City Council approved Resolution 117-18 to add fees for the Short-Term Rental Permit.

**Background:**

Land Use Review fees (as well as other development review fees in other City Departments) are established by City Council. The fees are based on a standardized methodology which includes staff time, staff wages and overhead costs to process applications. The departments work with the Finance Department to calculate the fees, ensure appropriate costs/expenses are used. The proposed \$119 front-yard carport permit fee is the same as other similar minor administrative permits processed by Planning.

The City's User Fee Policy recommends that City Departments adopt and regularly review/update fees for services provided.

The proposed Resolution was reviewed by the City Council Budget Committee at the December 14, 2021 meeting. Although there was some discussion about the methodology in calculating fees, the Budget Committee supports the fee.

**Financial Implications:**

Enforcement and administration of the new carport ordinance will be absorbed by current staff. The fee for the front-yard carport permit is proposed to be established with this resolution to offset the costs of review the permits.

**Board/Commission Recommendation:**

N/A

**Stakeholder Process:**

As part of the overall process for the carport ordinance there have been several meetings and coordination with the community.

**Alternatives:**

Approve, modify or deny the resolution as presented.

**Proposed Motion:**

Approve a resolution establishing development application fees for the Land Use Review Division of the Planning and Development Department specifically adding a fee for carport permits and making additional minor corrections to the fee schedule.

N/A