

## ADMINISTRATIVE MEMORANDUM NO. 19 - 161

DATE: June 13, 2019

TO: Planning and Zoning Board

VIA: David L. Recor, ICMA-CM, Director of Development Services  
Jennifer Gomez, AICP, Assistant Director of Development Services

FROM: Jean E. Dolan, AICP, Sustainability Coordinator

RE: Chapter 155, Appendix C, Fee Schedule Amendment

P&Z June 26, 2019

As the Board is aware, the Staff has, on occasion, hired consultants on a cost-recovery basis, to review large or complex projects when the work-load is such that the staff cannot dedicate the necessary time and attention to the application. This allows the City to maintain the highest standards of customer service even during temporary periods of unusually high work-loads that exceed the review capacity of the permanent staff. This amendment to the Fee Schedule in Chapter 155, Appendix C, acknowledges and codifies this existing cost-recovery practice.

### Recommendation:

Staff requests the Board recommend approval of this proposed amendment to Chapter 155, Appendix C, Fee Schedule to recognize that the cost-recovery fee approach can be used as needed and as identified at the time of the preapplication meeting.

TYPE OF APPLICATION	FEE
<b>I. CONCURRENCY</b> (Fee is part of Site Plan Review Fee)	
<b>II. OTHER DEVELOPMENT SERVICES APPLICATIONS</b>	
<b>A. Development of Regional Impact</b> (or equivalent)	\$7,525
...	
<p><u>S. At a PreApplication Meeting, staff may determine that the fees for the above applications will apply or if the fee will be based on a cost recovery contract.</u></p>	<p><u>\$1,000 City Fee</u>  <u>+ Cost Recovery</u>  <u>Fee</u></p> <p><u>\$5,000 Initial</u>  <u>cost recovery</u>  <u>deposit to cover</u>  <u>consultant fees</u>  <u>for meetings,</u>  <u>review, and</u>  <u>comments. Final</u>  <u>cost to be</u>  <u>determined.</u></p>
...	