



# *City of Apache Junction*

## *Development Services Department*



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### **PLANNING AND ZONING COMMISSION PUBLIC HEARING STAFF REPORT**

**DATE:** September 15, 2015

**REQUEST:** City-staff proposed amendments to Planning and Zoning Administrative Fees.

#### **BACKGROUND**

Each year, the City Council adopts a Legislative Work Plan. In the future, the plan will be known as the "City Operations Work Plan." The 2014/2015 Legislative Work Plan, item #25, called for an update to the City's current Planning and Zoning fee schedule. Based on staff recollection, the Planning and Zoning Fees have not been updated since 1996 (nearly 20 years). City staff conducted research on fees elsewhere in the region and made three presentations to the Planning and Zoning Commission, (April 28, June 23, and August 25, 2015).

At the June 23<sup>rd</sup> P&Z Commission meeting, the Commission directed staff to refine the proposal to have the fee more directly tied to city-costs rather than a comparison of what other communities are charging for fees. The fees are based on estimated staff time for each application type as well as the number of city-staff involved in a particular application type along with an hourly rate for various staff. This information was presented on August 25, 2015.

#### **PLANNING STAFF ANALYSIS AND FINDINGS**

The Planning and Zoning fees now reflect what the City-staff believes to be realistic costs based on the actual time involved in each type of case and also include the staff hours from various departments that are involved in various application types. In general, the proposal does not raise fees dramatically. Fees have either stayed the same, gone up or gone down. In some cases fees have been eliminated and some new fees are being proposed.

**Notable Changes:**

- Landscape plan appeals will now go just to P&Z rather than an option to go to the Board of Adjustment.
- All continuances are set at \$250 for all categories.
- The CUP fee is the same but is \$100 more for non-residential CUPs.
- Variance Fee is now double and an increase by \$150 for a non-residential variance.
- A new fee of \$1,300 is proposed for a General Plan Text Amendment. A new fee of \$1,300 is also being proposed for a Zoning Text Amendment
- A General Plan Major Map amendment is reduced from \$2,165 to \$1,550 (per acre fee is not changed).
- There is a new fee for "Administrative Relief" which is a staff approved minor variance (within specific parameters).
- Appeals (same fee as a Variance).
- Fees for Development Agreements were clarified and increased by \$1,075 but an amendment is reduced by \$825.
- Preliminary and Final Plat fees were increased slightly for a Preliminary Plat but a little more than doubled for a Final Plat.
- The fee for the Team Pre-application meeting (Preliminary Development Review - as part of a rezoning) was eliminated and replaced with a new fee for Commercial / Industrial / Multi-Family Design Review and will be applied when final plans are submitted for review.
- A new fee of \$25 is being proposed for Administrative Use Permits (AUPs) for Home Occupations, Temporary Uses, etc.
- A new fee is being proposed for administrative costs related to Annexations. A two-tier fee structure is being proposed based on the number of property owners. \$875 if less than 20 owners and \$1,075 if more than 20 property owners.

- Fees for special sign permits and weekend directional signs are being eliminated.
- Fees for certain copies are proposed to increase. Fees were established in 1990. The major change is for large format copies 24" x 36" at .19 a linear foot. 11" x 17" inch copies are also proposed for an increase.

**Planning Division Recommendation**

The staff is proposing to amend the fees in accordance with the attached spreadsheet in Exhibit 1. Planning Staff offers the following Recommended Motion, should the Commission wish to forward a recommendation of approval to the City Council.

**RECOMMENDED MOTION**

I move that the Planning and Zoning Commission, having evaluated Planning & Zoning Fees as requested by the City Council, recommend the attached fees in Exhibit #1 be forwarded to the City Council for further consideration as amendments to Volume 1, Chapter 4 of the City of Apache Junction Code of Ordinances, Article 4-4 Planning, Zoning Review and Subdivision Fees, Section 4-4-10.

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Prepared by Lawrence J. Kirch, AICP  
Director of Development Services

Attachments:  
Exhibit #1 - Proposed Planning and Zoning Fee Spreadsheet