



# *City of Apache Junction*

## *Development Services Department*



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### **City Council Staff Report**

### **Planning and Zoning Administrative Fees**

**DATE:** December 17, 2015

**REQUEST:** Recommended City Code Chapter 4 amendments to Planning and Zoning Administrative Fees

#### PROPOSED ORDINANCE NO. 1422

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF APACHE JUNCTION, ARIZONA, AMENDING APACHE JUNCTION CITY CODE, VOLUME I, CHAPTER 4, FEES, BY REPEALING ARTICLE 4-4, PLANNING, ZONING REVIEW AND SUBDIVISION FEES, SECTION 4-4-10, PLANNING AND ZONING FEES IN ITS ENTIRETY; AND ADOPTING NEW PROVISIONS TO REPLACE THOSE NOTED ABOVE; REPEALING ANY CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE AND A REVOLVING SIXTY MONTH REVIEW PERIOD.

#### **BACKGROUND**

The review and update of the Planning and Zoning Administrative fees is Item #25 in the 2014/2015 Legislative Work Plan. The City's Planning and Zoning administrative fee schedule is found in Chapter 4 of the City Municipal Code. The Planning and Zoning Fees were last updated in 1999 and 2006. City staff conducted research on fees elsewhere in the region and conducted three work sessions with the Planning and Zoning Commission, (April 28, June 23, and August 25, 2015). The City Council has held two work sessions on the proposal and asked that Staff finalize an ordinance and bring it back to the City Council for further direction.

At the June 23, 2015 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 estimated (and rounded) hourly rate for various staff. This information was presented on August 25, 2015 and the Planning and Zoning Commission recommended approval of the new fees.

### **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.

This fee proposal results in the proposed fees falling into five categories:

- Some fees have stayed the same
- Some fees have gone up
- Some fees have gone down
- Some fees have been eliminated
- Some new fees are being proposed

Proposed fees for the administrative cost for annexation processing have been eliminated and special sign permit and weekend direction sign fees will be brought back for consideration along with proposed changes to the city's sign regulations.

### **Planning Division Recommendation**

The staff is recommending that Draft Ordinance 1422 be advertised for 60 days on the City website as required by law and bring back the proposed ordinance for a public hearing and final council action following the 60 day time period. Planning Staff offers the following Recommended Motion.

### **Recommended Motion**

I move that the following direction be given to staff regarding proposed Ordinance No. 1422 repealing existing and adopting new planning administrative fees: that staff present a final proposed ordinance based on the draft dated December 17, 2015 including any changes deemed necessary by the city attorney and bring it back for a public hearing and vote on \_\_\_\_\_;

I further move that staff take all actions necessary to meet the

legal requirements set forth in state law regarding notification of this pending action.

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

Attachments:

Exhibit #1 - Proposed Draft Ordinance 1422

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