



# *City of Apache Junction*

## *Development Services Department*



---

### **City Council Direction to Staff**

**DATE:** January 15, 2019

**TO:** Mayor and City Council

**THROUGH:** Bryant Powell, City Manager  
Matt Busby, Assistant City Manager

**FROM:** Larry Kirch, Development Services Director

**AGENDA ITEM:** 18-605 Draft Ordinance no. 1469

**REQUEST:** Approval of direction to staff to proceed with posting the proposed Development Services Fees and proposed ordinance 1469 on the city website 60 days for council consideration on March 19, 2019.

#### **BACKGROUND**

The city council amended Vol. I, Chapter 4, Fees for Planning and Subdivision fees in 2016 but did not change any of the building or development services engineering fees. The council held a work session on October 16, 2017 and provided direction to staff on January 17, 2017 to proceed with analyzing current fees and bring back proposed fees at a future date. The council held a second work session on December 17, 2018. The proposed fees reflect the discussion held at the December 17th, 2018 meeting.

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

City staff is recommending updating the building fees (building, plumbing, electrical, mechanical, etc.), which have not been updated since 2006. The Development Services Engineering Fees also have not been updated since 2006. Staff is also recommending revising some of the planning fees and adding fees for floodplain review, floodplain determinations, commercial and multi-family site plan review, and addressing and geographic information services.

Agenda Item 18-605 (Vol. I Development Services Fees)  
PAGE 1 OF 3

All of the fees that are being discussed were evaluated based on what peer cities in Arizona are doing. Staff proposed fees are in line with nearby municipalities and are in some case still nearly 1/2 of adjacent municipalities. In some cases, current city fees are one-quarter of peer cities.

The development services proposed fees for planning, zoning, building, subdivision, development services engineering reflect what the City-staff believes to be realistic costs based on the actual time involved in each type of permit or 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 and are commensurate with surrounding communities and city operational costs to perform these services.

Staff is recommending that special sign permit and weekend direction sign fees be eliminated and that comprehensive sign package fees be amended. There is also a proposal to charge a fee for the initial site plan review fee for commercial and multifamily projects.

Significant changes include the method for calculating building fees using square footage for residential and both square footage and valuation for commercial projects. The city staff also recommend updating the fee for manufactured housing and tying the fee to the state's fee so that as the state's fee rises through its process, the city's fee will also increase.

Staff is also recommending collecting fees for work conducted by the City Engineer for floodplain administration and engineering review for off-site improvements. Additionally, staff is recommending charging a fee for work performed by the Development Services Engineer for stormwater and water quality reviews and field work. With the amendments to the subdivision regulations to add a review of lot combinations and lot line adjustments, staff is proposing to have a fee that is the same as a minor land division.

### **Development Services Department Recommendation**

The staff is recommending that Draft Ordinance 1469 (**Exhibit 1**) which includes the proposed fees be advertised for 60 days on the City website as required by law. Staff will bring back the proposed ordinance following the 60 day time period with a March 18, 2019 council work session and final action following a public hearing on March 19, 2019.

Agenda Item 18-605 (Vol. I Development Services Fees)

Planning Staff offers the following Recommended Motion.

**Recommended Motion**

I move that the following direction be given to staff regarding proposed Ordinance No. 1469 repealing existing and adopting new development services administrative fees: that staff post the proposed ordinance and fees on the city website for the required 60 days, present a final proposed ordinance based on the draft dated January 15, 2019 including any changes deemed necessary by the city attorney and bring it back for a council work session on March 18, 2019 and a public hearing and vote on March 19, 2019;

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.



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

Attachments:

Exhibit 1 - Proposed Draft Ordinance 1469

