



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Joseph Horwedel
Jennifer A. Maguire

**SUBJECT: PLANNING EXPEDITED
COORDINATED REVIEW FEE**

DATE: May 24, 2011

Approved

Date

5/24/11

RECOMMENDATION

Approve an amendment to the 2011-2012 Proposed Fees and Charges Report to eliminate the proposed Planning Expedited Coordinated Review Fee.

BACKGROUND

The 2011-2012 Proposed Fees and Charges document includes a recommendation to add an Expedited Coordinated Review Fee that would be 1.5 times the base fee of a Planning Application. During the preparation of the 2011-2012 Proposed Fees and Charges document, the pilot Expedited Planning process was launched, using an existing Expediting Small Planning Projects Pilot Fee. Based on the experience with the pilot, the Planning Expedited Coordinated Review Fee is not needed at this time.

ANALYSIS

The current Fee Resolution contains an Expediting Small Project Fee for "small residential and economic development projects" at a rate of \$704 per Planning application. This fee, coordinated with the City Attorney's Office and approved by Council on March 9, 2009, is levied on top of the fees required to cover the costs of processing a specific Planning application (such as Conditional Use Permit). The \$704 covers extra service in terms of an hour long meeting with a Planner and a Public Works engineer to identify project issues and associated back office work to complete the project processing.

Although the pilot is still underway, the current Expedited Fee appears to be covering the services being provided in the pilot. Hourly rates for other Development Services partners (e.g., Building and Fire) are used as appropriate to ensure full cost recovery of these disciplines in the Expedited Review process.

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Please note that staff plans to review the pilot during 2011-2012 and based on that review may recommend changes to the Planning Fee structure. For example, a different fee may be needed to cover large, more complex projects as the pilot is expanded.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office.



JENNIFER A. MAGUIRE
Budget Director

/s/

JOSEPH HORWEDEL, DIRECTOR
Planning, Building and Code Enforcement

For information, please call Joseph Horwedel at 408/535-7900.