



SMALL TOWN, BIG BEACH™

TO: Mayor Craft & Members of the City Council

FROM: Lee Jones, Director of Planning & Community Development and Brandan Franklin, Chief Building Official

SUBJECT: Building Department and Planning & Zoning Department Fee Schedule

DATE: September 6, 2022

ISSUE: Staff proposes to make several changes to the Fee Schedule found within Chapter 7, Section 7-4 of the Code of Ordinances.

RECOMMENDATION: Staff recommends the City Council approve the proposed changes to the Fee Schedule.

BACKGROUND:

The primary reason for the proposed modifications to the City's Fee Schedule was the adoption of Ordinance 2072, Townhouse and Multiple-family Dwelling Uses Zoning Text Amendment. This Zoning Text Amendment requires the submission of a Traffic Impact Study to mitigate the impacts of multiple-family and townhouse developments on public streets. In addition to the requirements within the new Zoning Text Amendment, Traffic Impact Studies are also required under certain circumstances for rezonings, subdivisions and site plan applications. Traffic Impact Study Review Fees addressing all instances of required TIS submittals are proposed within the attached Draft Fee Schedule.

The adopted 2020 Major Street Plan assesses the effectiveness of the existing street system, and identifies a roadway network improvement plan that will mitigate current and future deficiencies. Skipper & Associates developed and continues to maintain our Major Street Plan. Due to Skipper's extensive knowledge and understanding of our local and regional roadway network, staff is proposing to contract with Skipper & Associates to review traffic impact studies submitted for new development. The proposed Traffic Impact Study Consultant Review Fees outlined in the attached amended Fee Schedule reflect fees for services negotiated with Skipper and Associates.

An additional reason for the proposed Fee Schedule amendment is that the schedule has not been updated since 2016. City staff performed a complete review of the Fee Schedule to make sure the City's fees are equitable and are comparable to other jurisdictions within Baldwin County. The complete review produced the following recommended changes to the Fee Schedule:

- Modify the Electrical, Mechanical, and Plumbing fees for single family houses;
- Modify the Electrical, Mechanical, and Plumbing fees for warehouses and hangars;
- Modify the Unpermitted Work to include double permit fees in addition to fines;

- Modify the fee for Tree Removal Permits to include a \$25 application fee; and
- Change the fee for a Zoning Verification Letter from \$10 to \$75.

PREVIOUS COUNCIL ACTION: The City Council adopted the amended Multi-family and Townhouse Specific Use Regulations. The City Council last adopted an amended the Fee Schedule on March 14, 2016.

BUDGET IMPLICATIONS: The costs associated with TIS review fees will be borne by the applicant. Proposed increases in fees for Building Permits will have very minor budget implications.

RELATED ISSUES: Professional services proposal from Skipper Consulting, Inc. to provide On-Call Traffic Engineering Services as needed to review Traffic Impact Studies (TIS).

DEPARTMENTS: Planning & Zoning, Building

STAFF CONTACTS: Lee Jones and Brandan Franklin

ATTACHMENTS: Draft Fee Schedule Changes