



## AGENDA ITEM SUMMARY FORM

---

**MEETING DATE:** November 12, 2024

**PREPARED BY:** Otis T. Spriggs, AICP, Director of Development Services

**AGENDA CONTENT:** Discussion, update, and possible action on the proposed City of Angleton Comprehensive Fee Schedule as related to the User Fee Study.

**AGENDA ITEM SECTION:** Regular Agenda

---

**BUDGETED AMOUNT:** N/A

**FUNDS REQUESTED:** N/A

**FUND:** N/A

**EXECUTIVE SUMMARY.** The City has contracted with Adurra/Gunda to overhaul the City of Angleton Comprehensive Fee Schedule. To accommodate additional forums to allow for public input, Staff presented the Development related fees that have proposed changes to the Planning and Zoning Commission for additional feedback during the last two (2) regular scheduled meetings. Comments and input were received and considered. Staff also held a Comprehensive Fee Schedule workshop on July 25, 2024, before the developers and the general public to gain input and comments.

Staff requests that the City Council hold a second work session as we work towards final consideration and action.

The attached exhibits lay out the proposed changes, including the existing adopted fees and comparisons with surrounding communities.

**Record of Proceedings, Planning and Zoning Commission Meeting held October 3, 2024:**

**Discussion and update on the proposed City of Angleton Comprehensive Fee Schedule Update related to the User Fee Study.**

*Mr. Spriggs gave a brief introduction and noted that this is the last Commission work session on the fee.*

*Commission Member Michelle Townsend added that her comments were addressed by D.S. Director Otis Spriggs*

*Commission Member Andrew Heston stated that last meeting he asked if any comparisons of the impact of the changes on current fees had been done?*

Mr. Spriggs added that is something is working on with the Consultant. He presented a few of the sampling comparisons. For example, the platting fees typically are only \$250 for the actual application process so that the developers will see an increase from that standpoint. We are moving the formula to be based on the review fees and administrative review. So if you look at the table of comparisons, it will definitely exceed that \$250 threshold and that's the standard for most cities.

The new formula accounts for a base fee, a certain number of acres, and a certain number of lots for a proposed development. And that's how they calculate. So we tried to find a happy medium between the neighboring cities for all of those items.

The single-family home permits are currently estimated at about \$1,315.00 for a home, so the residents will see a slight increase on the permit side.

We are will be considering upgrading our building codes also in in in terms of our comprehensive planning process, to be more resistant to disasters. And we did get a grant for that, so the verdict is not out on that final fee yet. The SUP's and Rezoning fee was also compared. The applicants have been paying \$250 for rezonings. So you'll see an increase there. Zoning Variances is the same \$150.00 only it'll may raise to \$500.

The Board of Adjustment fees could discourage people from filing an influx of variances because they're based on hardship and it kind of pushes them to have a good reason to do so. Commercial rezoning should be more than \$250, based on the comparisons of the neighboring cities.

Mr Heston asked how many variances we see per year.

D.S. Director Otis Spriggs stated an average between 5 to 8 per year. It just depends on the season. Commission Member Michelle Townsend, who serves on the BOA, agreed.

Commission Member Michelle Townsend described recent variances such as a fence that's taller than what our ordinance says or if they want a carport that encroaches into a front yard that is prohibited by ordinance.

D.S. Director Otis Spriggs commented on staff review time and notices that must be posted and mailed or any legal review required.

No other comments were added by the Planning and Zoning Commission. Mr. Otis Spriggs noted the Comprehensive Fee Study will go before City Council in another work session on October 22, 2024 at 6:00 PM. We hope for final action in November.

---

**Recommendation.** The City Council is asked to hold the second work session and provide direction or possible action on the proposed fee schedule updates on the Comprehensive Fee Study.