



To: Mayor Bill Foulds Jr. & City Council
From: Tory Carpenter, AICP – Planning Director
Date: March 19, 2024
RE: Fee Amendment – ETJ Site Development

I. Overview

During consideration of a fee appeal for a site development permit within the ETJ on January 16, 2024, the City Council directed staff to evaluate a potential reduction in fees for site development permits for projects in the ETJ.

At their March 5 meeting, the City Council further directed staff to provide a fee amendment reducing the fee for site developments within the ETJ by 20%. This fee amendment is in response to that direction.

II. ETJ Site Plan Analysis

Staff reviewed and compared our site plan requirements as outlined below:

Requirement	City Limits	ETJ
Vicinity map	Required	Required
Property plat or boundary survey	Required	Required
Names of adjacent properties and owners	Required	Required
Location, width, and names of existing or platted streets	Required	Required
Easements	Required	Required
Existing buildings and railroad rights-of-way	Required	Required
Topography	Required	Required
Natural features	Required	Required
Thoroughfares, collector streets, and intersections	Required	Required
Specific configuration of streets, lots, and blocks	Required	Required
Driveways	Required	Required
Buildings	Required	Required
Floodplains and drainageways	Required	Required
Utilities and easements	Required	Required
Drainage structures	Required	Required
Retention/detention ponds	Required	Required

Fences, signage, etc.	Required	Required
Erosion and sedimentation control plan	Required	Required
Sidewalk	Required	Required
Utilities	Required	Required
Development agreement compliance	Required	Not required
Zoning compliance	Required	Not required
Planned development districts compliance	Required	Not required
Relationship to adjacent uses	Required	Not required
Traffic circulation	Required	Not required
Parking	Required	Not required
Street design	Required	Not required
Landscaping	Required	Not required
Lighting	Required	Not required

While ETJ site development permits require similar administrative and coordination efforts than other site development permits, they typically involve less complex reviews and inspections.

Staff Recommendation:

Given the reduced staff time needed for reviewing and inspecting ETJ site development permits, staff proposes a fee amendment establishing a 20% reduction for ETJ projects compared to city limits site development plan fees.