



To: Mayor Bill Foulds Jr. & City Council
From: Tory Carpenter, AICP – Planning Director
Date: March 5, 2024
RE: 10 Federal Fee Appeal Request

I. Overview

Site development fees are based on the value of site improvements to the project. The fee permit structure is meant to assess fees to recoup cost of staff time for permit processing, review, inspections, and applicant coordination.

The applicant reached out to staff about concerns with reducing the fee. Staff reviewed their estimated cost and were able to omit demolition costs of the project which reduced the original amount to \$20,171.62.

II. Applicant Request

Staff calculated the site development fee at \$20,717.62. The applicant is requesting an omission of several of the construction costs to lower the assessed value of the project and is requesting a fee of \$4,611. The full applicant request is attached to this report.

III. ETJ Site Plan Analysis

At their January 16 meeting, the City Council directed staff to analyze site development fees, particularly for properties in the ETJ. 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.

Staff also recommends that this 20% fee reduction be applied to the 10 Federal site development project associated with this appeal for a final fee of \$16,574.09