



MEETING DATE: August 25, 2025

PRESENTED BY: Xavier Cervantes, AICP, CPM, Director of Planning

AGENDA ITEM: Consideration of the adoption of an ordinance amending the code of ordinances Chapter 98 - Subdivisions, Article VI – Fees and Charges, Section 98-272- Inspection fees by Establishing a Process and Per Hour Fee for Subdivision Infrastructure Inspections and for Geotechnical Lab Testing. Applicant: City of Mission, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- August 8, 2025 – Ordinance reviewed and approved by the Ordinance Review Committee.
- August 20, 2025 – Ordinance reviewed and approved by the Planning and Zoning Commission
- August 25, 2025 – Consideration of the adoption of the ordinance by the City Council.

Summary:

- House Bill 3492 became state law and became effective on September 1, 2023. Under HB 3492, cities are prohibited from basing fees for applications, reviews, inspections, or related activities for constructing or improving public infrastructure on the cost or value of the project.
- Instead, fees should be based on the city's actual review, processing, and inspection costs.
- Currently, the City of Mission subdivision ordinance requires a 2% of the infrastructure value inspection fee to cover the cost of City employees doing field inspections throughout the construction of the subdivision. In addition, the city charges 5% of the infrastructure value fees for geotechnical testing.
- Instead of the 2% fee covering the cost of city staff conducting field inspections, staff propose charging \$85.00 per hour, per person. A monthly invoice will be sent to the developer during the construction of the subdivision.
- Instead of the 5% fee for geotechnical testing, staff propose obtaining a cost estimate from the geotechnical firm the city has under contract to cover their fees. The developer will be required to pay the estimate during the preconstruction meeting.
- The ordinance review committee met on August 8, 2025. They approved the ordinance with the understanding that the \$85.00 per person per hour fee will be re-evaluated every six months as subdivisions get recorded under the new system.

STAFF RECOMMENDATION:

Staff recommends the adoption of the ordinance.

Departmental Approval: N/A

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____