



City Council Work Session STAFF REPORT

MEETING DATE: March 14, 2022

GENERAL INFORMATION

Applicant: Stonecrest Planning & Zoning Department

Proposed Amendment: Ordinance to update the Planning & Zoning Fee Schedule

PROJECT OVERVIEW

An ordinance to adopt a schedule of fees for zoning and sign permits was adopted in 2017 and provided that the city may charge services fees for requests to amend the comprehensive plan, process variances, permit signage and outside advertising, and process rezoning requests.. Staff is seeking some changes to the fee schedule to reflect the services provided by the planning & zoning staff. Please see the recommended changes in the chart below:

Rezoning (To the districts listed below from any district)	
Residential Districts (RE RLG, R-100, R-85, R-75, R-60, MHP, RNC, Medium and High- Density Residential Districts, Non-Residential, Mixed-Use Districts.	
0 to 5 acres	\$500
5+ to 10 acres	\$1000
10+ to 20 acres	\$1,500
20+ to 100 acres	\$2000
100+ acres	\$2,500 plus an additional \$40 per acre for any portion thereof over 100 acres. Max fee = \$10,000
Commercial and Industrial Districts (C-1, C-2, OI, OD, OIT, M, M-2 Districts) and any Overlay Districts	
0 to 5 acres	\$1,050
5+ to 10 acres	\$1,500
10+ to 20 acres	\$2,000
20+ to 100 acres	\$2,500
100+ acres	\$2,750
Comprehensive Land Use Amendment	\$600
Special Land Use Permit	\$400-\$500



City Council Work Session STAFF REPORT

Variances	
Residential Single-Family Zoning Districts	\$250 plus \$50 for each additional variance on the same piece of property (maximum of three (3) variances at any one time)
Non-Single-Family Zoning Districts	\$350 plus \$100 for each additional variance on the same piece of property (maximum of three (3) variances at any one time)
Appeal of Variance (includes Administrative)	\$150
Sign Variances	
Minor Modification	\$30 -\$100
Major Modification	\$250
Zoning Certification Letters	
Zoning Certification	\$100
Zoning Certification Amendment	\$30
GIS Maps >11x17	\$5
Revisions	
Rezoning or Use Permit	\$100 for each submittal of a revision
Modification	\$100 for each submittal of a revision
Administrative Review Fee	\$100
Special Administrative Permit	
Home Occupation or Home-based business	\$100
Festival/Event (horseshow, music festival, etc.)	\$50 plus \$10 per day
Events, Outdoors Seasonal (Christmas tree, pumpkinseed)	\$50
Roadside Vendor	\$50 plus \$10 per day
Roadside Produce Stand	\$50
Temporary Structure	\$150
Swimming Pool	\$50 -\$75
Sexually Oriented Business	\$50
All other Administrative Permits	\$25
Plat Review:	
Preliminary Plat	\$500
Final Plat	\$200
Lot of Record/Combination/Reconfiguration/Subdivision	\$200 + \$5/lot
Public Notice	
All Land Use & Variances and Administrative Appeal Petitions (except Administrative and Minor)	
Signs	\$80



City Council Work Session STAFF REPORT

Advertising	\$50
Sign Permit Fees	
Directional Sign/Wayfinding Signs	\$100
Special Event Sign (per sign)	\$100
All other sign permits	\$100
Banner	\$25
Wall Signs	
Under 50 square feet	\$50
50 to 100 square feet	\$75
Over 100 square feet	\$100
Ground Signs	
Under 50 square feet	\$100
50 to 100 square feet	\$150
Over 100 square feet	\$200
Copy Services	
Code of Ordinances- pdf	\$200
Code of Ordinances- unbound with tabs	\$300
Certification of Code of Ordinances	\$15/each

STAFF ANALYSIS

Staff reviewed fees from other municipalities, including the City of Decatur and City of Union City, to conclude a comparative analysis of the current fee schedule. We found our services are much lower than other municipalities given we have a staff of 3 persons. The demand for the services we provide are frequent and laborious. Staff believe the suggested fees are adequate and just, and would help to cover the labor costs of fulfilling these requests

STAFF RECOMMENDATION

Staff recommends approval of the text amendment as drafted by staff.