



CITY OF RICHMOND

Department of Planning & Development Review *Staff Report*

Ord. No. 2014-260: To amend and reordain the fees set forth in Appendix A of the City Code for sections 114-1045.12 (concerning fees for conditional use permits), 114-1050.6 (concerning fees for special use permits), and 114-1160(a) (concerning fees for zoning ordinance amendments), to establish revised charges for such services.

To: City Planning Commission
From: Land Use Administration
Date: January 5, 2015

PETITIONER

City of Richmond

PURPOSE

To amend the fees for conditional use permits, special use permits and zoning ordinance amendments.

SUMMARY & RECOMMENDATION

The proposed adjustments to the fees include making the fees for special use permit applications based on the size and complexity of the proposal; an increase in the fee for conditional use permits that more accurately reflects the cost to the City for process such requests; and increase in fees for continuances of rezonings and special use permits caused by the applicant.

The Department of Planning & Development Review (PDR), Land Use Administration Division processed 98 subdivision and zoning-related requests between July 31, 2013, and August 1, 2014. Of the 98 requests, 36 of them were for special use permits or special use permit amendments and one of them was for a conditional use permit. The current fee for a special use permit application is \$1,800 for the initial application and \$1,200 for an amendment, regardless of the proposed use. The proposed adjustments to the fee schedule would base the fees for special use permits on the use that would be authorized. The decrease in fees for the smaller, less complicated uses would be offset by an increase in fees for the larger, more complicated proposals. The resulting fiscal impact would be a slight decrease (-\$1,900) to the City budget.

The proposed fees are as follows:

Use	Initial Fee	Amendment Fee
Day Nursery	\$300	\$200

Single- or two-family detached or attached dwelling	\$300	\$200
Outdoor dining	\$300	\$200
Mobile food business	\$300	\$200
Multi-family dwelling (3 to ten units)	\$1,800	\$1,200
Commercial or industrial equal to or less than 5,000 sq ft	\$1,800	\$1,200
Multi-family dwelling (more than 10 units)	\$2,400	\$1,800
Commercial or industrial more than 5,000 sq ft	\$2,400	\$1,800

The conditional use permit fee is currently \$1,100 and the proposed amendment would increase the fee to \$1,500, which more accurately reflects the City's cost to process and advertise the applications.

A \$250 fee for continuances of rezonings and special use permits caused by the applicant is included in the proposed amendments. This fee has been set at \$250 for special use permits and the fee for continuances of rezonings was omitted in the latest amendment to the fee schedule in 2011. The sign posting requirements call for the applicant to post a sign on the subject property notifying the public of the zoning case within a certain amount of time from the public hearing. Since this requirement was put in place, it is common that the applicants misses the deadline for posting the sign despite repeated reminders from City staff. Once the deadline for posting the sign has passed, the case must be continued and notice of the continued public hearing must be re-mailed to the adjacent property owners. The proposed fee would help encourage applicants to meet the sign posting deadlines and defray the cost of public hearings that must be continued.

Staff recommends approval of the proposed amendments to the fee schedule.

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