



Item: Resolution 10063 To Establish Land Development Application Fees

From: Craig Raymond, CBO, Planning and Community Development Director

Initiated By: Planning and Community Development Department

Presented By: Craig Raymond, CBO, Planning and Community Development Director

Action Requested: City Commission to adopt Resolution 10063 to establish Land Development Application Fees in the City of Great Falls

Public Hearing:

1. Mayor conducts public hearing, calling three times each for proponents and opponents.
2. Mayor closes public hearing and asks the will of the Commission.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10063 Establishing Land Development Application Fees in the City of Great Falls.”

2. Mayor calls for a second, discussion, and calls the vote.
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The City Commission adopted current Land Development Application fees in December 2008.

Since that time, department business expenses have increased and General Fund assistance has decreased. Department fees are reliant on development activity in the community and vary from year to year. In low revenue years, the department relies on the General Fund and development fee fund balance to offset revenue decreases. In FY2014, the department used over \$50,000 of fund balance to maintain current service levels. The City Manager has directed the fund to become more self-sustaining and less dependent on General Fund assistance.

During the FY2014 budget review process, the City Commission also requested that all departments review their fee structures. The Planning & Community Development Department (P&CD) fee review included the cost of processing land development activities through the Planning Advisory Board/ Zoning Commission and City Commission. Other fee activities include annexations, subdivisions, zone changes and other essential land development services.

P&CD reviewed and compared Great Falls fees with several other Montana communities (see the attached fee schedule comparison). Staff also analyzed each type of land use application processed and the amount of staff time involved with the review. The proposed fees reflect the total cost for providing services to the community.

At the February 4, 2014, work session of the City Commission, Planning and Community Development Director, Craig Raymond, presented the results of the analysis as well as the requested fee increases to the City of Great Falls City Commissioners and other City staff. The general consensus of the City Commission during the work session was that although the increases were fairly significant, it was acknowledged that the Planning and Community Development Department would not be able to continue to rely on general fund subsidies to the extent it had in the past, and that the Department should continue to provide a high level of service to the community. The City Commission asked to have the proposal brought to the Commission at a future date for formal consideration and action.

On March 18, 2014, the City Commission accepted on first reading Resolution 10063 and set a public hearing for April 1, 2014, to consider establishing Land Development Application Fees. The public hearing notice was published in the *Great Falls Tribune* on March 23, 2014, and March 30, 2014.

Fiscal Impact: If the proposed fees are applied to a similar level of land development activity experienced during the past few years, it is estimated an additional \$70,000 annually could possibly be generated to augment the Planning and Community Development Department budget. If fees are not increased, then additional general revenue funds would be needed annually to address the Planning and Community Development Department budget shortfall with its resulting impact on the overall City budget.

Alternatives: The City Commission could deny adoption of Resolution 10063 and thus forego any fee increases with a resulting fiscal impact on the Planning and Community Development Department budget, as well as to general revenue funds in the overall City budget, as presented above.

Attachments/Exhibits:

- Resolution 10063
- Exhibit "A"
- Proposed Planning Fees Increase
- Additional Revenues

RESOLUTION NO. 10063

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, TO ESTABLISH LAND DEVELOPMENT APPLICATION FEES IN THE CITY OF GREAT FALLS

WHEREAS, the City Land Development Code, as adopted by the Great Falls City Commission on September 6, 2005, and as amended on March 6, 2007, includes provisions and procedures for the processing of land development applications pertaining to annexations, subdivisions, zoning and related activities; and

WHEREAS, the City Commission of the City of Great Falls adopted Resolution 9805 on December 16, 2008, revising the land development application fees; and

WHEREAS, the City of Great Falls processes numerous land development applications pertaining to annexations, subdivisions, zoning and related activities; and

WHEREAS, the City Land Development Code includes a provision that the City Commission may, at its discretion, set and revise application fees by resolution; and

WHEREAS, several of the current application fees have not been revised by the City Commission since 2008 and are significantly below similar fees charged by other Montana communities for similar activities; and

WHEREAS, the costs of reviewing plans, mailing notices, preparing ordinances, resolutions, reports and recommendations, preparing or reviewing agreements, holding public hearings, or other expenses incidental to processing applications for subdivisions, annexations, changes in zoning district boundaries and conditional uses have increased considerably over the past several years and far exceed the currently assessed fees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

1. That Resolution No. 9805 is hereby repealed.
2. That the permit fee schedule attached hereto as Exhibit "A" is hereby approved.
3. That this Resolution shall become effective upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, April 1, 2014.

Michael J. Winters, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Sara Sexe, City Attorney

EXHIBIT “A”

LAND DEVELOPMENT FEE SCHEDULE

City of Great Falls, Montana

EFFECTIVE: April 1, 2014

Annexation	\$500
Preliminary Plat Major	\$1,500 plus \$50 per lot
Revised Preliminary Plat	\$1,000
Preliminary Minor Plat	\$1,250
Final Plat Major	\$1,500 plus \$25 per lot
Final Plat Minor	\$1,250
Administrative Amended Plat	\$250
Amended Plat (non-administrative)	\$1,000
Zoning Map Amendment	\$2,000
Conditional Use Permit	\$1,500
Variances	\$1,250
Planned Unit Development	\$2,000
Vacate Rights of Way	\$1,250
Floodplain Permit	\$200
Floodplain Determination	\$200
Zoning Permit	\$100
Zoning Determination	\$200
Handicap Sign Placement	\$75

PROPOSED PLANNING FEES INCREASE
February 4, 2014

PROPOSED ADJUSTMENT

Cities	Annexations (est. 160 staff hours)	Preliminary Subdivisions Major (est. 160 staff hours)	Revised Preliminary	Preliminary Minor (est. 100 staff hours)	Final Plat Major (est. 160 staff hours)	Final Plat Minor (est. 75 staff hours)	Corrections or Adjustments	Administrative Amended Plat (est. 4 hours)	Amended Plat (est. 40 staff hours)	Zoning Map Amendment (est 160 staff hours)	Conditional Use Permit (est 60 staff hours)	Variances (est. 40 staff hours)	PUD (est. 160 staff hours)	Vacate row (est. 40 staff hours)	Floodplain Permit (est. 4 staff hours)	Floodplain Determination (est. 4 staff hours)	Zoning Permit (est. 2 staff hours)	Zoning Determination (est. 4 staff hours)
Great Falls Current	\$100 petition, \$200 agreement, \$100 resolution= \$400	\$800	\$0	\$0	\$300	\$600		0	6 or more lots = \$600	\$700	\$700	\$200	\$700	\$200	\$125	\$0	\$25	\$75
Great Falls Proposed	\$500	\$1,500 plus \$50/lot*=\$2,700	\$1,000	\$1,250	\$1,500 plus \$25/lot*=\$2,100	\$1,250		\$250	\$1,000	\$2,000	\$1,500	\$1,250	\$2,000	\$1,250	\$200	\$200	\$100	\$200
Billings	\$952	\$2,682-\$4,524 by lot ranges, 6-40, 41-200, 200+		\$1,788	\$1,276-\$1,820 by lot range	\$1,164	\$238 to \$476 + lot fee by number			res=\$774, com \$1,071		Res=\$387, com= \$476	\$892 less than 5 acres, \$1,428 more than 5 acres					
Bozeman + advertising charge	\$250 for first ten acres + 10 each acre=\$200 for advertising	\$1,000 + \$50 per lot + variance fee		\$500 + \$50 per lot	\$1,000 + \$25 per lot+ variance fee	\$500 + \$25 per lot+ variance fee				\$1000 + \$50 per acre	\$685 if home based, \$1,500 other + more if in overlays	\$800 sf, \$1300 other	\$550 + du (\$25) + sq. ft. fee (\$50 per 1000 Sq. ft)					
Missoula - County		\$4,000+\$150 per lot		\$5,000	\$1,150	\$710			\$895	\$4,000	special exception -= \$1,185	\$825-\$1095, \$500 for subdivision	\$6,500		\$145-\$790			
Missoula - City	No fee at this time, but sewer connection fee goes to committee and is case by case	\$4,000 + \$200 a lot, slides down as lot # increases		\$5,000 (new fee)	\$1,144	\$728	\$695		\$400 base fee + \$40 a lot	\$2,890 less than one acre; \$4456 acre+	\$1,664	\$624-\$1248, \$557 for subdivision	\$5,200-\$7,242 less than acre		\$70-\$358			
Helena	\$300	\$400 + \$15 per lot		\$100	\$375 phase	\$100				\$410	\$435	\$125						
Kalispell	\$250 + \$20/acre (includes zoning)	\$1,000 + \$125 per lot	\$300-\$400 +\$125 per unit	\$400 + \$125 a lot	\$1,000 + \$125 per lot	\$400 + \$125 a lot			\$400 +\$40 per lot	\$550 + \$20 acre	\$250 to \$400 by type, units, trips & acres	\$250 - \$350 + \$25 per unit, \$100 subdivision, \$1000 if commercial	\$1000 + \$125 per unit		\$250-\$400			

Fee Comparison for Montana Cities May 14, 2013
* Assuming 24-lot subdivision

Additional Revenues- Proposed Planning Fee Increases

2/4/2014

TYPE	Approx #/year	Est. ADDITIONAL Revenue
Annexation	10	\$1,000
Prelim Major	2	\$3,800 (+ depending on # of Lots)
* Revised Prelim		
* Prelim Minor	5	\$6,250
Final Plat Major	4	\$7,200
Final Plat Minor	5	\$3,250
* Amended Plat-Administrative	10	\$2,500
Amended Plat	8	\$3,200
Zoning Map Amendment		
CUP	4	\$3,200
Variances	5	\$5,250
PUD	2	\$2,600
Vacate ROW	2	\$2,100
Floodplain Permit	2	\$150
* Floodplain Determination	10	\$2,000
Zoning Permit	316	\$23,700
Zoning Determination	26	\$3,250
* \$75 Handicap Sign Placement	12	\$900

TOTAL ADDITIONAL FEES

 \$70,350

* New Proposed Fees