

## FACTSHEET

**TITLE:** MISC16003 - Resolution adopting the revised Planning Department Fee Schedule, requested by the Director of Planning, reflecting a proposed increase in application reviews under Chapter 14.20, Title 26 and Title 27 of the Lincoln Municipal Code, and proposing the implementation of a portion of the fee supporting technology improvements associated with application reviews.

**SPONSOR:** Planning Department

**BOARD/COMMITTEE:** N/A

**STAFF RECOMMENDATION:** Approval.

1. The purpose of this resolution is to adopt the revised Planning Department Fee Schedule reflecting a proposed increase in application review fees under Chapter 14.20, Title 26 and 27 of the Lincoln Municipal Code and establishing a new technology fee associated with the application review process. A proposed fee increase for application reviews in Lancaster County jurisdiction will be submitted to the Lancaster County Board upon adoption of this resolution by the City Council.
2. The Planning Department collects fees for all development applications that are filed and processed in accordance with the City's zoning and subdivision ordinances and the County's analogous resolutions. The fees collected with applications in 2014-15 amounted to approximately \$190,000 in revenue. These fees represent about 20% of the estimated direct costs (staff time processing applications, preparing agendas and minutes, scanning, naming, and attaching in automated system, and mailing, copying and publishing costs) to provide these services, and about 15% of direct and indirect costs (updating codes, maintaining information systems, administrative costs, office space, equipment, etc.) for the broader functions supporting Development Review operations. The Development Review functions take about half of the department's resources; the other half is used for Long Range Planning functions such as updating the Comprehensive Plan, preparing the Capital Improvement Program, historic preservation, and the federal transportation program activities. These percentages are typical for planning operations in peer communities around the country, as are the fees for various applications.
3. By tradition, the application fees are deposited upon receipt in the City and County general fund accounts, based on the jurisdiction of the land for each application. So these revenues are not reflected in the department's budget as a component of funding for the department.
4. Development application fees were last increased in 2000, 2003, 2008, and 2012. The purpose of the increase in 2000 was to fund an additional position in the Development Review section to more effectively handle the caseload at the time. The next two increases averaged 15-20% and reflected cost increases at the time, while the 2012 reflected a slower rate of cost increases from 2008 to 2012, resulting in a 10% increase in most cases.
5. The proposed fees reflect a compounded rate of city budget increases of 3.5% annually over the past 4 years, resulting in a proposed rate increase of 14.8% over the current fees. This would generate about \$28,000 in additional revenue based on the 2014-15 volume of applications. In addition, the proposed implementation of a 10% increase to support technology would be applied to all application types. This portion of the fee would help to offset the costs of application review system-related upgrades and annual maintenance costs, generating approximately \$19,000 in increased revenue.
6. The proposed fee for Zoning Confirmation Letters for daycare centers would be reduced to 50% (\$38.00) of the proposed general Zoning Confirmation Letter fee (\$76.00), since these letters take considerably less staff time.
7. It is requested that the proposed Fee Schedule become effective October 3, 2016.

**FACTSHEET PREPARED BY:** Geri Rorabaugh, Administrative Officer

**REVIEWED BY:** David R. Cary, Director

**REFERENCE NUMBER:** F:\DevReview\Factsheets\CC\2016\MISC16003 2016 proposed fees

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