



MEMORANDUM

MEETING OF: June 29, 2017
COMMITTEE: Brookhaven City Council
DEPARTMENT: Community Development

ISSUE/AGENDA ITEM TITLE:

Presentation of 2017 Community Development Fee Schedule Update

BACKGROUND/SUMMARY:

As part of the Community Development department summary included with the 2017 budget report, the department indicated the desire for inclusion of a resubmittal fee for building permits, land disturbance permits, and subdivision plat reviews that have been resubmitted multiple times for review. The addition of the resubmittal fee allows the city to recover costs for projects that consistently fail to address applicable city codes.

In addition, the department is also proposing general fee updates as follows:

- Sign refacing (panel replacement) fee - allows for a reduced fee for simple modifications rather than requiring the full permit fee paid for the original sign
- Building permit fees - clarifications and minor changes to the valuation calculation table
- Electronic plan review fee - coordinates with the Cityworks permitting software implementation
- Fence fee - indicating that there is no fee for this permit type
- Minor text edits and moving of fees under appropriate division

Section 2-177, *Delegation of authority to set fees charged by the city*, of the code of the city of Brookhaven provides that the city manager, or his designee, has the authority to set fees for permits, licenses, or other permissions required of the city. Additionally, any change to any license fee, permit fee, or other fee charged by the city and set by the city manager cannot take effect until the following process is completed:

1. Posting at city hall and on the city's website at least 45 days before the change is to take effect.
2. Notification to the mayor and city council by paper or electronic communication and by announcement at the next regular meeting of the city council.
3. Inclusion of the justification for the needed change in communications or postings of proposed changes.

The effective date of any proposed fee changes can be no sooner than 45 days from the date first posted or first communicated to the mayor and council, whichever is later. The department is proposing the fee changes to be posted at city hall and on the city website on Friday, June 30,

2017 making the effective date Monday, August 14, 2017.

The code also provides impacted persons a 30-day public comment period and that the city council retains the authority to rescind any fee set by the city manager, or his designee, upon passage of a resolution of the council rescinding such fee or setting a different fee amount.

FISCAL IMPACT: (Budgeted – over or under)

STAFF RECOMMENDATION:

ATTACHMENTS:

- CoB Community Development Fee Schedule UPDATE061617markup (PDF)