



## Council Communication File Number: Res 2021-79

**Agenda Date:** 9/20/2021

**Version:** 1

**Status:** Agenda Ready

**In Control:** City Council

**File Type:** Resolution

### A RESOLUTION AMENDING THE DIRECTORY OF CITY FEES AND CHARGES

#### **Summary and Background Information:**

On average, Community Development handles 168 development cases. Although the City currently has adequate processes in place for efficiently managing the review process for all of these cases, there are no firm guidelines for when a development project seeks priority case status during the development review process. As such, a policy that establishes clear criteria for expedited priority case review for staff and applicants is needed. Establishing a policy of this nature will provide clarity for staff and our development partners, and will allow priority projects to be processed on an expedited schedule. The proposed Expedited Priority Case Review (EPCR) Policy was presented to and supported by a group of development stakeholders in January 2021 and City Council in May 2021. Staff has implemented the policy and is ready to accept project applications for the expedited review service, pending the ratification of the associated application service fee. The proposed \$500 review fee captures the amount of hours that each staff member that sits on the EPCR review team will dedicate to reviewing in application. Those hours will generally be as follows:

- Management Analyst - 2 hours
- Planning Manager - 1 hour
- City Engineer - 1 hour
- Economic Development Director - 1 hour
- Community Development Director - 1 hour
- Deputy City Manager - 1 hour
- DRT Executive Team - 30 minutes

Per the EPCR policy, the addition to the \$500 review fee, applicants of projects that receive priority status and services will also pay any fees charged by any third party reviewer, including those of the City's referral partners (e.g. SAWSD) needed to review the development. Finally, any applicable internal development fees will be subject to an additional administrative services fee of 1.5%.

A full copy of the policy has been included in the packet as a reference.

**Staff Responsible (Department Head):** Jason Rogers, Deputy City Manager of External Services

**Staff Member Presenting:** Jenna Lowery, Management Analyst II

**Financial Impact:** Positive

**Funding Source:** N/A