



Memorandum

Date: February 25, 2015
To: Mayor Keil and the Seguin City Council
From: Pamela Centeno, Director of Planning/Codes
RE: Proposed Changes to Planning/Codes Department Fees

In finalizing the UDC, staff has reviewed the current Fee Schedule associated with subdivision, zoning, and development and recommends the following changes and additions:

Plat Review Fees:

- Plat review fees are currently assessed based on a number of varying factors including location (City Limits or ETJ) and size (number of lots). Staff is proposing to simplify the fee structure in order to minimize confusing calculations. In addition, staff is proposing that the fees assessed for revisions to preliminary plats only apply to the area being revised. The new fee structure is proposed as follows:

Preliminary Plats	\$200.00 plus \$5.00 per lot/acre
Preliminary Plat Revisions	\$200.00 plus \$5.00 per lot/acre
Final Plats (including Minor Plats)	\$150.00 plus \$5.00 per lot/acre
Replat (requires public notification)	\$250.00 plus \$5.00 per lot/acre
Amending Plats	\$100.00 plus \$5.00 per lot/acre

Parkland Fees:

- The current parkland dedication fee is \$400 per proposed residential unit. This will remain the same. A new fee for parkland development will be added. The parkland development fee is proposed to be \$500 per proposed residential unit.

Engineering Review Fees:

- Currently, the engineering review fees are assessed at a base fee of \$500. As a result all developments, regardless of size and complexity of drainage calculations, are assessed the same fee. Staff is proposing a graduated fee structure as follows:

Single-Family Residential and Duplex Development:

1-4 Lots	\$200.00
5-20 Lots	\$500.00
20+ Lots	\$500.00 plus \$2.00 per lot

Multi-Family and Non-Residential Development:

Less than 1 Acre	\$200.00
1-5 Acres	\$500.00
5+ Acres	\$500.00 plus \$10.00 per acre

Zoning Fees:

- Staff is proposing to increase the fee for a Specific Use Permit (SUP) from \$250 to \$350. Enforcement of Specific Use Permits requires on-going staff time and often results in additional reviews which require public notification. This increase will capture those additional cost with the initial submission of the SUP application.
- Staff is proposing a new fee for Limited Use Permits (LUP), which have now been created in the Unified Development Code. Since reviews are administrative and no public notifications are required, the fee is proposed to be \$100 assessed at the time of application.
- A re-notification fee is being proposed that will allow the City to recover fees when applicants withdraw or postpone applications that required public notification. The fee (\$100) will not be assessed when the applications is postponed by action of City staff or a City Board.
- The General Land Use Plan (GLUP) fees will be modified to include a fee for the original application (\$500), a plan revisions (\$250), and an extension of time on an approved GLUP (\$100).
- A Unity of Title Agreement fee has been added. The proposed fee is \$50.00 plus the current County recording fee. Unity of Title Agreements allow adjoining single-family residential lots under common ownership to be developed as a single lot with the City's approval. An agreement signed by the owner and the City Manager is recorded in the County deed records to ensure that properties are not sold separately unless the lot is brought back into conformance with the City's current regulations for individual lots.

Attached please find a copy of the Ordinance for the changes and additions as noted above. The formatting of the fees has been changed from the previous format which lists the fees for subdivisions and zoning separately. With the adoption of the UDC, it is appropriate and desirable to change the format of the existing fee schedule for clarity and convenience to property owners and developers.