

Item # 12B

**Carson City  
Agenda Report**

**Date Submitted:** August 7, 2007

**Agenda Date Requested:** August 16, 2007

**Time Requested:** 15 Minutes

**To:** Mayor and Supervisors

**From:** Development Services

**Subject Title:** Action to introduce on first reading Bill No. \_\_\_\_\_, an ordinance amending Title 18 Appendix-Development Standards, Division 19, Improvement Plans Submittal Requirements, Section 19.3 Permit Requirements by referring individuals to Division 20 for permit requirements and fees, and amending Division 20 Permits Processing and Financial Security Requirements, Section 20.5 Inspection Fee by increasing the fees charged by the City for reviewing plans, conducting inspections, and observing testing for development within Carson City, Nevada and other matters properly related thereto.

**Staff Summary:** Based on the study evaluating the actual costs of reviewing building permit applications, engineering applications and planning applications, as presented to the Board of Supervisors July 19, 2007, staff is recommending an increase in Planning and Engineering fees by an amount necessary to cover the direct salary costs of \$520,000 per fiscal year.

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to introduce on first reading Bill No. \_\_\_\_\_, an ordinance amending Title 18 Appendix-Development Standards, Division 19, Improvement Plans Submittal Requirements, Section 19.3 Permit Requirements by referring individuals to Division 20 for permit requirements and fees, and amending Division 20 Permits Processing and Financial Security Requirements, Section 20.5 Inspection Fee by increasing the fees charged by the City for reviewing plans, conducting inspections, and observing testing for development within Carson City, Nevada and other matters properly related thereto.

**Explanation for Recommended Board Action:** It has been several years since fees were increased for Planning permits and applications and probably 20 years since Engineering fees have been increased and all the while, costs for providing these services have been increasing. The last increase in Planning fees reduced the General Fund subsidy from around 90% to 60%. It has been the direction of the City through past actions to have service users cover the cost for the service providers. This action would begin the process to increase fees to more adequately make Development Services user supported. Comparisons to other jurisdictions are included in the attached documents.

**Applicable Statue, Code, Policy, Rule or Regulation:**

**Fiscal Impact:** Increase in revenue by \$260,000 for FY 2007 and by \$520,000 in FY2008 if both this ordinance and the companion Planning Fee Increase Ordinance is adopted.

**Explanation of Impact:** The impact would be borne by applicants seeking the permits or approvals.

**Funding Source:** Permit fees.

**Alternatives:** The Board has the ability to not increase the fees and continue the general fund support at its current level; to modify the fees; to phase implementation; or any combination thereof.

**Supporting Material:** Draft Ordinance, Comparison Matrix

**Prepared By:** Lawrence A. Werner, P.E., P.L.S., Director/City Engineer

**Reviewed By:**

_____	Date: _____
(City Manager)	
<i>Melanie Rusketta</i>	Date: <u>8-7-07</u>
(District Attorney)	
<i>Joe Johnson</i>	Date: <u>8/7/7</u>
(Finance Director)	

**Board Action Taken:**

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____

\_\_\_\_\_  
(Vote Recorded By)

ORDINANCE NO. \_\_\_\_\_

BILL NO. \_\_\_\_\_

AN ORDINANCE AMENDING TITLE 18 APPENDIX - DEVELOPMENT STANDARDS, DIVISION 19 IMPROVEMENT PLANS SUBMITTAL REQUIREMENTS, SECTION 19.3 PERMIT REQUIREMENTS BY REFEREING INDIVIDUALS TO DIVISION 20 FOR PERMIT REQUIREMENTS AND FEES, AND AMENDING DIVISION 20 PERMIT PROCESSING AND FINANCIAL SECURITY REQUIREMENTS, SECTION 20.5 INSPECTION FEE, BY INCREASING THE FEES CHARGED BY THE CITY FOR REVIEWING PLANS, CONDUCTING INSPECTIONS, AND OBSERVING TESTING FOR DEVELOPMENT WITHIN CARSON CITY, NEVADA AND OTHER MATTERS PROPERLY RELATED THERETO.

THE BOARD OF SUPERVISORS OF CARSON CITY DO ORDAIN:

**SECTION I:**

That Title 18 Appendix – Development Standards, Division 19 IMPROVEMENT PLANS SUBMITTAL REQUIREMENTS, Section 19.3 Permit Requirement of the Carson City Municipal Code is hereby amended as follows:

**19.3 Permit requirements.**

Refer to the Carson City development code Division 20 for permit requirements and fees.

**SECTION II:**

That Title 18 Appendix – Development Standards, Division 20 PERMIT PROCESSING AND FINANCIAL REQUIREMENTS of the Carson City Municipal Code is hereby amended as follows:

**Division 20 PERMIT PROCESSING AND FINANCIAL SECURITY REQUIREMENTS**

20.1 Improvement required.

20.2 Water supply system.

20.3 Subdivider's bond.

20.4 Surveyor's bond.

20.5 [~~Inspection fee.~~] Engineering Plan Review, Inspection, and Testing Fees.

SECTION III:

That Title 18 Appendix – Development Standards, Division 20 PERMIT PROCESSING AND FINANCIAL REQUIREMENTS, Section 20.5 Inspection Fee of the Carson City Municipal Code is hereby amended as follows:

**20.5 [~~Inspection fee.~~] Engineering Plan Review, Inspection and Testing Fees.**

20.5.1 Before commencing any work [~~on any subdivision or development~~] regulated by these standards, the [~~subdivider or developer~~] person requesting to perform such work shall deposit with the city [~~an inspection~~] fees, as set [~~by resolution of the board to cover the inspection costs of all improvements required under this division~~] below.

1. The following fees must be paid to Carson City at the time an application for a permit is filed with the City.

Plan Check Fee

<u>Plan check fee for any construction which requires a permit (except Grading Permit)</u>	<u>\$ 120.00 base + \$65.00/hr. over the 1<sup>st</sup> hour of plan review</u>
<u>Grading Permit Only</u>	<u>Grading Plan Review Fees per Title 15 BUILDINGS AND CONSTRUCTION, Chapter 15.05 Building Code, Section 15.05.010 Adoption of the International Building Code, Appendices and Amendments, Part 108.2 Schedule of Fees of the International Building Code.</u>

2. The following inspection fees must be paid to Carson City at the time the permit is issued.

A. Grading Permit – Grading Permit Fees per Title 15 BUILDINGS AND CONSTRUCTION, Chapter 15.05 Building Code, Section 15.05.010 Adoption of the International Building Code, Appendices and Amendments, Part 108.2 Schedule of Fees of the International Building Code.

B. Concrete, Asphalt Work.

<u>Concrete curb or gutter (lineal feet)</u>	<u>\$120.00 + \$0.25/l.f. over 100 feet</u>
<u>Concrete valley gutter</u>	<u>\$120.00 + \$0.25/l.f. over 100 feet</u>

Sidewalks (square feet)	\$120.00 + \$0.10/sq. ft. over 200 square feet
Driveway approaches	\$120.00 each

**C. Pipeline and Trenching.**

Pipeline and trenching (Water) (lineal feet)	\$120.00 + \$0.10/l.f. over 1000 feet
Water Service Lines (each)	\$95.00 + \$25.00 each
Pipeline and trenching (Sanitary Sewer) (lineal feet)	\$120.00 + \$0.10/l.f. over 1000 feet
Sewer Laterals (each)	\$95.00 + \$25.00 each
Pipeline and trenching (Storm Drain) (lineal feet)	\$120.00 + \$0.10/l.f. over 1000 feet
Pipeline and trenching (Reclaimed Water) (lineal feet)	\$120.00 + \$0.10/l.f. over 1000 feet
Reclaimed Water Service Connection (each)	\$95.00 + \$25.00 each

**D. Street, Parking Lot Paving.**

Area of paving (square feet)	\$120.00 + \$0.01/sq. ft. over 10,000 sq. ft.
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**3. Pavement Patching Fees.** The following schedule of fees will be charged for all patching of paved surfaces restored by the city in addition to any other fee required by this section. The City Engineer will have the sole discretion whether to allow pavement patching to be performed by City forces or whether to require the developer of franchisee to arrange and pay a licensed contractor to restore paved surfaces in accordance with City specifications.

Area to be patched (square feet)	\$120.00 + \$3.91/sq.ft. over the first 25 sq. ft.
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**4. Testing Fees.** In addition to the plan check and inspection fees described above, the following testing fees shall be collect at the time of permit issuance.

**Water and Sewer Line Tests**

Pressure Test	\$35.00
B.T Test	\$35.00
Chlorine Test	\$35.00
Sewer Pressure Test per Manhole	\$20.00
Sewer Video Inspection (lineal foot)	\$1.00/l.f.

**SECTION IV:**

That no other provisions of Title 18 APPENDIX, Division 19 and Division 20 of the Carson City Municipal Code are affected by this ordinance.

PROPOSED on \_\_\_\_\_, 2007

PROPOSED by Supervisor \_\_\_\_\_

PASSED on \_\_\_\_\_, 2007

VOTES:      AYES:      Supervisors  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

                 NAYS:      Supervisors  
\_\_\_\_\_  
\_\_\_\_\_

                 ABSENT:      Supervisors  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
ALAN GLOVER, Clerk-Recorder

\_\_\_\_\_  
MARV TEIXEIRA, Mayor

This ordinance shall be in force and effect from and after the 1<sup>st</sup> day of the month of January of the year 2008.