



# City of Clemson

## PLANNING & CODES ADMINISTRATION

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MEMO TO: Rick Cotton, City Administrator

FROM: Sharon Richardson, Director

SUBJECT: Proposal for Fee Increases for Services Performed by the Planning & Codes Administration Department, FY15-16

DATE: April 15, 2015

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### **BUILDING PERMIT FEES:**

No change proposed for the Building Permit Fee Schedule for basic permits. Staff is, however, proposing the following construction related fee increases:

#### **Demolition Permit Fee:**

Currently the fee is (and has been for my entire tenure with the City) \$75. We are proposing increasing the base fee to \$150 per structure and creating a fee for larger complexes/structures such as a shopping center. For the latter, we are proposing charging the base fee (\$150) plus \$150 for every 5000 (or fraction thereof) square feet over 10,000 square feet. Please note that a demolition fee involves the time of both this department and the Utilities Department as they must make several site visits to assure all taps have been properly disconnected. For larger complexes, there are usually multiple taps that need to be inspected. Our building inspectors also must monitor the site to assure safety measures have been properly maintained during the demolition process.

#### **Reinspection Fees:**

Currently reinspection fee \$25. Staff proposes changing this fee to \$50 to be consistent with other departmental reinspection fees, provide a reasonable amount to cover staff time related to the reinspection, and establish a reasonable deterrent against repeat violations. Typically, a reinspection fee would only apply for a third (or fourth) site visit after the first required inspection fails and specific items noted were not corrected when a follow-up (2<sup>nd</sup>) inspection was conducted. Inspections are set at the request of the contractor and failure to resolve previously cited violations force the additional inspection(s). This is an entirely self-imposed problem created by the builder not the city staff. The cost of these additional inspections are not covered by the original fees. Note that no reinspection for a third or more appointment is scheduled until the fee is paid. We would also propose including a \$50 fee for failure to cancel a scheduled appointment or give at least 24-hour notice (with relief given for extenuating circumstances such as bad weather).

**Plan Review Fees:**

Single family plan review fee is currently \$50. Proposed change is to charge plan review fees for each structure in a development designed for 3 or more single family, duplex or townhouse dwellings based on the straight fee schedule used for other types of construction. This is to account for the severely inadequate plan review fees currently being charged for these types of developments. Such projects require extensive reviews by staff in the P&CA department as well as the other departments that review similar large scale projects.

The \$50 fee per single family home will continue to be charged for homes in infill lots or existing development where plan review is a simpler process involving fewer staff persons. This would apply to all lots platted and reviewed per the city's land development review program as well as other existing lots of record.

Please note that **nonresidential projects** pay a plan review fee that is 50% of the anticipated building permit fee. No change is proposed for those projects. This fee is calculated based on the Building Permit Fee Schedule.

**Plan Review Revisions or Revisions to Approved Plans:**

This fee is to cover the costs of repeated reviews for the same project or portions of the same project. Repeat reviews requiring a new fee shall be assessed based on one for the following: 1) plan review comments not being addressed properly by the design professional upon resubmission; 2) the plans are significantly incomplete or inadequately prepared; 3) it has been over six months since the original review was conducted; 4) or significant alterations are made to the previously approved plans by the developer outside of city requirements. When no fee is applied, the process is frequently abused.

The fee should be the same fee charged for the original review with is ½ of the cost of the building permit fee as set by the Building Permit Fee Schedule. In most cases, the time allocations demanded of staff remain the same since all parties must commit the same effort to the review as required by the first review.

**LAND DEVELOPMENT/SUBDIVISION REVIEW FEE PROPOSAL:**

Current fee for a Major Subdivision (5 lots or greater or where new roads created) - \$150

No fee currently charged for processing a Minor Subdivision (<5 lots on existing roads)

The current fee structure was established in 1994 and has not been changed in the interim. The fee charge no longer covers city costs. Please note that the review of larger developments involves a significant allocation of staff time from P&CA, Engineering, Utilities, Public Works, CAT (as needed) and Police. Staff proposes:

- Major Subdivision - \$250 + \$5 per lot for projects having more than 10 lots to cover reviews and administrative costs (including posting/notices to properties within 200') associated with preliminary subdivision reviews (construction plans/documents). No fee is charged or proposed for final plats as the proposed fee is all inclusive of city costs.
- Minor Subdivisions - \$50 to cover total cost of posting and mailing notices for properties within 200ft.

### **RENTAL HOUSING FEES:**

Current Inspection/License Fee is \$100 for single-family, duplex, and townhouse rentals. No proposed fee change for these units proposed. If the multi-family inspections program is implemented, a fee schedule would be proposed and adopted at that time.

Currently, a fee in the amount of 5% of unpaid fee per month is assessed for late payments not received by September 1 of the inspection cycle. The proposed late fee is \$50 per month of non-payment.

The city currently imposed a \$400 fee for each rental cycle or portion thereof for rental property operating without license. No change is proposed to this fee.

The cost of the initial inspection and first re-inspection included in license fee. Staff proposes assessing a reinspection fee of \$50 for the third inspection and \$100 for the fourth and any subsequent inspections thereafter.

Staff also proposes three additional fees.

- The first would be for failure to notify City of a change of contact information or change of manager. This is a requirement of the RHO and creates significant problems when the information becomes out of date. The proposed fee would be \$50.
- The second new fee would be for failure to show up for appointment or failure to notify the City of a cancellation by 8:30 am on the day of the inspection. This has become a serious waste of staff time. Again, the proposed fee would be \$50.
- Staff also proposed a \$5 administrative fee to replace damaged or lost occupancy labels

### **REZONING FEES:**

The current charge for a standard rezoning application is \$175. This does not cover city costs, especially where large mailings are required to notify adjacent property owners within 200' of the site, as well as, the ad in the paper. Staff proposes raising the fee to \$250.

For a planned development rezoning request, fees are charged for advertising the informal public meeting at \$75 and for the final submission application to the Planning Commission at \$750. Staff proposes raising the fee for advertising the informal public meeting to \$250 but leaving the final application fee at \$1000. Please note that the city staff spend a lot of time vetting planned development requests and that large ads must be placed in the newspaper to comply with noticing requirements of the zoning ordinance. Over the past year, ads for planned development have averaged over \$350 each for the full ad which we run twice. Standard public hearing ads average \$35 and ads for Planning Commission average \$85. This is in addition to the mailings to adjacent properties for both the informal and formal public hearings, postings of the site and staff time to process the request. Planned development requests require dedication of hundreds of hours of staff time, impacting multiple departments.

### **BZA FEES:**

Current fees are as follows:

- \$50 for an appeal of the decision of the Zoning & Codes Administrator
- \$100 for a request for a Special Exception
- \$100 for a request for a variance

Proposed fees increases to cover mailings and newspaper ads:

- \$50 for an appeal of the decision of the Zoning & Codes Administrator
- \$250 for a request for a Special Exception
- \$250 for a request for a variance

Advertising for the BZA average \$50.

### **BAR FEES:**

Currently, no fees are charged for projects that require BAR review despite the extensive allocation of staff time required. This includes conceptual review, final review, and any changes/alterations recommended by the Board. A proposed fee of \$50 for submissions is proposed with elective changes to a project requiring BAR re-approval having an additional \$50 fee. Advertising for Board meetings average \$50.

Exceptions: No BAR fees for sign review

### **SIGN PERMIT FEES:**

No change is proposed for the cost of a sign permit. The fee is subject to the standard Building Permit Fee Schedule.

## FEES SCHEDULE FOR PLANNING AND CODES ADMINISTRATION

Building Permits:	See Attached, no change proposed
Sign Permits:	Subject to Building Permit Fee Schedule (unchanged)
Grading Permits:	Unchanged Pending Adoptions of Stormwater Ordinance
Demolition Permits:	\$150 per structure or \$150 + an additional \$150 per 5000 sq ft for buildings over 10,000 sf ft
Reinspection Fee (for 3 <sup>rd</sup> or more):	\$50 per reinspection
Failure to Cancel a Scheduled Inspection or Give Notice of Cancellation	\$50
Plan Review Fees:	<ol style="list-style-type: none"><li>1. Single Family/Duplex, individual lots - \$50</li><li>2. Single Family/Duplex, multiple dwellings – 50% of permit fee from Building Permit Fee Schedule</li><li>3. Multi-family or Noncommercial Uses - 50% of permit fee from Building Permit Fee Schedule</li><li>4. Resubmission of Revised Plans - 50% of permit fee from Building Permit Fee Schedule</li></ol>
Rental Housing Permit Fees:	<ol style="list-style-type: none"><li>1. \$100 per dwelling unit subject to the RHO</li><li>2. Late Fee - \$50 per month beginning Sept. 1</li><li>3. \$400 fine for failure to obtain RH permit prior to renting (per year)</li><li>4. Reinspection Fee: \$50 for 3<sup>rd</sup> inspection and \$100 for 4<sup>th</sup>/thereafter</li><li>5. "No-show" fee - \$50 for failure to meet the inspector or call to reschedule 24-hr prior to appointment</li><li>6. \$5 administrative fee for lost or damaged occupancy label (to be added to renewal fee)</li></ol>
Land Development Regulations:	<ol style="list-style-type: none"><li>1. Major Subdivision, Preliminary Review - \$250 + \$5 per lot over 10 lots</li><li>2. Minor Subdivision (&lt;5 lots) - \$50</li></ol>

Rezoning Application (for standard rezoning application): \$250

Planned Development Rezoning:

- Workshop with PC NC
- Informal Public Meeting \$750
- Formal Application \$1000

Board of Zoning Appeals:

- Appeal of ZA Decision \$50
- Variance Request \$250
- Special Exception \$250

Board of Architectural Review:

- Fee \$50
- Resubmittal \$50