



# Arapahoe County

5334 South Prince Street  
Littleton, CO 80120  
303-795-4630  
Relay Colorado 711

## Board Summary Report

---

**File #:** 22-659

**Agenda Date:** 11/22/2022

**Agenda #:**

---

**To:** Board of County Commissioners

**Through:** Bryan Weimer, Director, Public Works and Development  
Jason Reynolds, Planning Division Manager, Public Works and Development

**Prepared By:**  
Terri Maulik, Planning Technician, Public Works and Development

**Subject:**  
Review Planning Fee Schedule Update

### **Purpose and Request:**

Staff is proposing updates to our existing Planning Review Fee Schedule to include additional payment methods, to include fees for reviews of Location and Extent plan review as well as Certificates of Designation relative to 1041 permits, and to include incentive fee rebates for development of affordable housing. After discussing the proposed changes during a study session on November 1<sup>st</sup>, the BOCC directed staff to bring forward the proposed fee schedule updates.

**Background and Discussion:** The Current Planning Review Fee Schedule was reviewed and approved by the BOCC on July 31, 2018. Since then, staff has noted the need to reformat the document, add our new logo, and make some additional updates, which include the following: 1) new logo, formative changes, text revisions for errors and clarification; 2) to share new ways customers can pay fees online via ACH (Accela Customer Access) or Credit Card; 3) revision of the Administrative Energy Case fees to be in line with a similar case process to change it from a flat fee per case to a fee assessed by sheet review and to include the administrative set up fee; 4) to revise the 1041 permit fee description to clarify that fees are based on the average, fully-loaded staff salaries and to allow for this same hourly fee for Location and Extent and Certificate of Designation cases; and 5) for the addition of reduced review fees for affordable/attainable housing development. Attached is our current fee schedule and a mark-up of the proposed fee schedule. Proposed changes are highlighted in yellow.

**Fiscal Impact:** The PWD Planning Review Fee Schedule was designed so fees are proportionate to the staff effort required for each case type. The proposed fee schedule continues that ethos by adding fees for Location and Extent plans and Certificates of Designation that are part of the 1041 Permit process, changing the

Administrative Energy Case review fees to be in line with similar administrative processes. Offering reduced review fees for affordable/attainable housing projects will result in a decrease in application fees proportionate to the amount of density proposed, but no more than 50% reduction in application fees; the Board has identified a commitment to encouraging development of affordable housing and has agreed to this application fee reduction in a previous study session.

**Alignment with Strategic Plan:**

- ☒ Be fiscally sustainable
- ☒ Provide essential and mandated service
- ☒ Be community focused

**Concurrence:** The Planners and Engineers from PWD support these proposed changes, particularly, as it relates to being able to charge an hourly review fee for location and extent plans and certificates of designation that are included with 1041 permit applications.

**Resolution:** Attached.