

CITY OF POLSON CITY COMMISSION WORKSHOP

Commission Chambers

February 9, 2015

6:30 p.m.

ATTENDANCE: Mayor Heather Knutson, Commissioners Campbell, Erickson, Siler, Southerland, and Turner, City Manager Shrives, City Clerk Cora Pritt

ABSENT: Commissioner Morrison

CITY STAFF Present: Beth Smith

CALL TO ORDER: (00:02) Mayor Knutson called the meeting to order. The Pledge of Allegiance was recited. Roll call was taken.

APPROVAL OF PROPOSED AGENDA (00:54)- Commissioner Southerland motion to approve the proposed agenda. Commissioner Campbell second. City Commission discussion: none
Public comment: none **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC NOT ON THE AGENDA (1:26)-There was no public comment.

DISCUSSION OF PLANNING DEPARTMENT FEE SCHEDULE (1:39)-City Manager Shrives presented the following power point presentation:

City of Polson
City Commission
Planning Fee Workshop
February 9, 2015



AGENDA

1. What is the City doing?
2. What does a Planner do?
3. What does the General Fund pay for?
4. History of the City's Fees
5. Administration Costs vs. Fees Collected
6. Comparing Fees with other Cities
7. Current Fees and Future Fees
8. What's next with the Fees?



What is the City doing?

- ▶ Reevaluating processes
- ▶ Reevaluating procedures
- ▶ Redoing forms/documents
- ▶ Accessing current fees
- ▶ Benchmarking other cities fees
- ▶ Customer Service
 - Completely redesigned the application forms in an effort to streamline the process for the applicant
 - Have started working on brochures that provided the step by step process for a customer to follow based on their project
 - Have started developing a Planning FAQ page that will be added to our city website

WHAT DOES THE PLANNER AND PLANNING DEPARTMENT DO?

The Planning Department consists of Long Range Planning and Current Planning

- ▶ Long Range Planning works with citizens, the Planning Commission, and the City Commission to plan for and manage long term growth
- ▶ Current Planning is responsible for implementing the City's land use policies (Growth Policy and Development Code) through the review of land use applications and by facilitating citizen participation in the land use process
- ▶ Typical functions within Current Planning include
 - Conducting pre-application meetings with potential applicants;
 - Providing notice and information on land use applications to surrounding property owners and affected agencies;
 - Completing a thorough review of proposed development projects and writing detailed legal findings;
 - Making presentations on land use applications at Planning Commission and City Commission public hearings;
 - Conducting Site Plan Reviews for all development projects

40% Planners time is non-customer related tasks/long range planning

The goal of Current Planning is to conduct thorough, accurate, balanced, expeditious and consistent reviews of land use applications to benefit the livability of the present and future citizens of the City.

WHAT SHOULD THE GENERAL FUND PAY FOR?

- ▶ The City Planning Department is funded through the General Fund, which as you all are aware is funded through property taxes, fees, mill levy's, grants (when available) and some state appropriated dollars.
 - The Planning Department in particular is funded from tax dollars and fees. Tax dollars should pay for the following:
 - Long Range Planning
 - Growth Policy
 - Development Code
 - Special Projects
 - Annexion of wholly surrounded property
 - Grant Applications
 - Portion of Planner Salary/Planner Contract (40%)

Comment by City Manager Mark Shriver at the 2014-2015 Budget presentation to Polson City Commission, "I am also concerned about the City's available cash in the General Fund as we begin this budget year.

For 2014 the county planning levy is 2.01 mills for rural levy districts except for district 23PC which is the rural district just outside the City of Polson. This raised about \$112,400.

The levy for district 23PC is 1.29 mills. This raised about \$5,700. This levy used to be called the City-County Planning Levy and the money went into a separate fund. The name was changed to County Planning in tax year 2012 and all money goes to the same County Planning Fund. It does not look like the City has ever gotten any allocation from this levy.

Both levies have been in existence for quite awhile.

The City levy district (23P) does not get charged any planning levy.

County Planning Levy

HISTORY OF THE CITY OF POLSON'S FEES

- ▶ **Revision Building Permit Fee Schedule**
 - Ordinance 510 (02/17/1992)
- ▶ **Revision Fence Inspection Fees**
 - Resolution 596 (10/05/1992)
- ▶ **Revised Fee Schedule**
 - Resolution 938 (3/13/2007)
- ▶ **Revised Fee Schedule**
 - Ordinance 640 (12/15/2008)

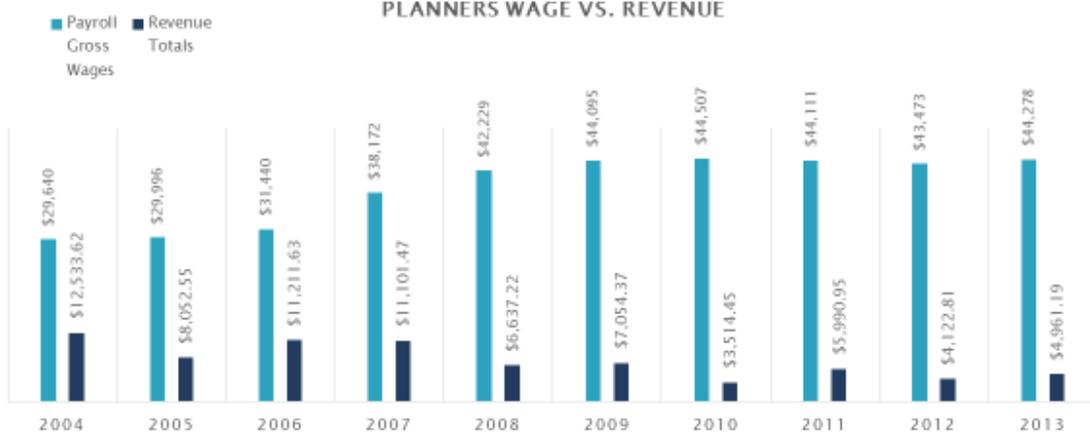


ADMINISTRATION COSTS VS. FEES COLLECTED

- ▶ Planning Fees should be collected in an amount that will offset the cost of city staff to process, review and work with a property owner or developer on something as simple as a lot line adjustment or as complex as a major subdivision. In essence, those costs should be paid by the customer requesting the service, just as Building Permits are paid for. (The planning department spends approximately 60% of their time working with customers of salary)
- ▶ In an effort to review where we are regarding appropriate planning fees to offset those costs, our planning staff, City Attorney, City Engineer and Building Official have been meeting and doing an analysis of our current fee structure as it relates to the service being provided.
- ▶ Factors considered in the fee structure include:
 - Costs are workload based
 - Planner salary/contract costs (factoring in number of meetings required, travel costs)
 - Professional consultant costs (City Engineer and City Attorney)
 - Administrative Fee
- ▶ From a funding perspective:
 - We completed a 10 year review looking at revenue collected (customer planning fees) versus expenditures (focusing specifically on the City Planner salary & benefits. Did not include Assistant Planner, but that is another fulltime position that would need to be considered.. The results of this analysis were eye opening.



Planner Wage Versus Revenue from Fees 100%



Planner Wage Versus Revenue from Fees 40% Long-term Planning Deduction



COMPARING FEES WITH OTHER CITIES

	Current City of Polson	Flathead County	City of Kalispell	Missoula County	City of Missoula	City of Whitefish	Average Fees
Growth Policy Amendment	\$800	\$1,000 + \$30/acre	\$2,200 + \$10/acre	\$6,000	\$7,669	\$5,940	\$3,934
Pre-application Meeting	\$150						
Preliminary Plat Major	\$750- \$2,300	\$1,000 + \$75/lot	\$1,000 + \$125/lot	\$4,000 + \$200/lot	\$4,120- \$7,725 + x/lot	\$2,970 + \$200/lot	\$2,565
Preliminary Plat Minor	\$500- \$600	\$500.00 + \$75/lot	\$400 + \$125/lot	\$5,000	\$5,150	\$990 + \$200/lot	\$2,106
First Minor, Administrative Rev		\$300 + \$50/lot				\$250	
Final Plat Major	\$50	\$800 + \$50/lot	\$400 + \$125/lot	\$1,150	\$1,178	\$2,574 + \$200/ot	\$1,025
Final Plat Minor		\$400 + \$50/lot	\$800 + \$125/lot	\$710	\$750	\$1,056 + \$200/lot	\$743
Final Plat, Administrative Rev		\$600 + \$75/lot	\$800 + \$125/lot			\$1,980 + \$200/lot	\$1,126
Subdivision Variance	\$500	\$250	\$100	\$500	\$574	\$396	\$320

just raised last week

Above is a sample

City of Polson Proposed Fees

Planning and Zoning Application Fees	Proposed Fees
Addressing Fee	\$15/address
Adjoining Landowner Notification	\$6 per address
Annexation Request Commercial	\$150 + \$10/acre
Annexation Request Residential	\$100
Building for Lease or Rent	\$300
Examining Land Surveyor Review	\$150
Extension Request	\$100
Fencing Application	\$150
Growth Policy Amendment	\$1,500
Plat Final Infrastructure Review	\$550
Plat Final Major	\$900 + \$50/lot
Plat Final Minor	\$550 + \$50/lot
Plat Final Waiver	\$700 + \$50/lot
Plat Preliminary Major	\$1,550 + \$50/lot
Plat Preliminary Minor	\$1,050 + \$50/lot
Plat Preliminary Waiver	\$700 + \$50/lot

City of Polson Proposed Fees

Planning and Zoning Application Fees	Proposed Fees
Pre-application	\$150
Pre-application Meeting	1st Free, Each additional \$100
Review fees Exemption	\$150
Review PUD	\$900
Sign Application	\$150
Special Use Permit (SUP)	\$800
Subdivision Improvement Agreement	\$200
Subdivisions for Lease or Rent	\$700 + \$50/lot
Variance Request Commercial	\$600
Variance Request Residential	\$300
Zone Change Map Amendment	\$1,100 + \$10/acre
Zone Change Text Amendment	\$600
Zoning Determination Request	\$100

WHAT'S NEXT WITH THE FEES?

- ▶ We need to increase fees in order to cover costs
- ▶ Propose to bring a resolution of fee increase to next City Commission Meeting (February 18th)

Mayor Knutson asks for a Motion to Adjourn. (56:29) Commissioner Turner motion to adjourn. Commissioner Siler second. VOTE: Unanimous Motion carried.

ADJOURN: 7:29 p.m.

Heather Knutson, Mayor

ATTEST:

Cora E. Pritt, City Clerk