

**City of Carson City  
Agenda Report**

**Date Submitted:** October 29, 2013

**Agenda Date Requested:** November 7, 2013

**Time Requested:** 5 minutes

**To:** Mayor and Board of Supervisors

**From:** Community Development - Planning Division

**Subject Title:** For Possible Action: To adopt Bill No. 126, on second reading, Ordinance No. \_\_\_\_, an ordinance amending the Carson City Municipal Code Title 18, Zoning at Chapter 18.02 Administrative Provisions, Section 18.02.055 Fees and Service Charges to add fees for processing of a Development Agreement, a Development Agreement Amendment, a Modification to a Zoning or Division of Land Approval, an Administrative Time Extension and a Public Hearing Time Extension; Typographical Corrections, and other matters properly related thereto. (ZCA-13-049) (Susan Dorr Pansky)

**Summary:** At the direction of the Board of Supervisors, the Planning Division is bringing forward proposed revisions to Title 18 that would require fees for Development Agreements, Development Agreement Amendments, Modifications to Zoning and Land Division Approvals, Public Hearing Extensions and Administrative Extensions. The Planning Division does not currently charge a fee to process Development Agreements, Development Agreement Amendments, Public Hearing Extensions and Administrative Extensions. For Modifications to Zoning and Land Division Approvals, the Planning Division currently charges the complete initial application fee for requested modifications.

**Type of Action Requested:**

- Resolution  
 Formal Action/Motion

- Ordinance-Second Reading  
 Other (Specify)

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

**Prior Board Action:** Approved the ordinance on first reading on October 17, 2013, by a vote of 4 ayes and 1 nays.

**Recommended Board Action:** I move to adopt Bill No. 126, on second reading, Ordinance No. \_\_\_\_, an ordinance amending the Carson City Municipal Code Title 18, Zoning at Chapter 18.02 Administrative Provisions, Section 18.02.055 Fees and Service Charges to add fees for processing of a Development Agreement, a Development Agreement Amendment, a Modification to a Zoning or Division of Land Approval, an Administrative Time Extension and a Public Hearing Time Extension; Typographical Corrections, and other matters properly related thereto.

**Explanation for Recommended Board Action:** The Board of Supervisors considered this ordinance on September 5, 2013, but took no action and directed staff to get comments from the Builders Association of Western Nevada (BAWN). Planning staff met with BAWN staff to discuss the proposed ordinance, and the BAWN Board of Directors met on Wednesday, September 25. BAWN staff contacted City staff and indicated that the BAWN Board has no

opposition to the proposed ordinance and a representative will be present at the Board of Supervisors meeting to affirm this.

Based on comments from the Board of Supervisors, staff modified the proposed ordinance to clarify that fees for requests of extension of time do not apply to any extension requests associated with an approved development agreement.

**Applicable Statute, Code, Policy, Rule or Regulation:** 18.02.075 Zoning Code Amendments

**Fiscal Impact:** N/A

**Explanation of Impact:** N/A

**Funding Source:** N/A

**Alternatives:**

- 1) Approve the Zoning Code Amendment
- 2) Deny the Zoning Code Amendment.
- 3) Refer the matter back to Planning Commission for further review.

**Supporting Material:** 1) Ordinance

**Prepared By:** Janice Brod, Grants Program Coordinator

**Reviewed By:**  \_\_\_\_\_  
(Community Development Director)

Date: 10-29-13

\_\_\_\_\_  
(City Manager)

Date: 10/29/13

\_\_\_\_\_  
(Deputy City Manager)

Date: \_\_\_\_\_

  
(District Attorney's Office)

Date: 10/29/13

  
(Finance Director)

Date: 10/29/13

**Board Action Taken:**

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

BILL NO. 126

ORDINANCE No. 2013 - \_\_\_\_\_

AN ORDINANCE AMENDING THE CARSON CITY MUNICIPAL CODE TITLE 18, ZONING AT CHAPTER 18.02 ADMINISTRATIVE PROVISIONS, SECTION 18.02.055 FEES AND SERVICE CHARGES TO ADD FEES FOR PROCESSING OF A DEVELOPMENT AGREEMENT, A DEVELOPMENT AGREEMENT AMENDMENT, A MODIFICATION TO A ZONING OR DIVISION OF LAND APPROVAL, AN ADMINISTRATIVE TIME EXTENSION AND A PUBLIC HEARING TIME EXTENSION; TYPOGRAPHICAL CORRECTIONS AND OTHER MATTERS PROPERLY RELATED THERETO.

Fiscal Effect: None

The Board of Supervisors of Carson City does ordain:

SECTION I:

That Title 18 Zoning, Chapter 18.02 (Administrative Provisions), Section 18.02.055 (Fees and Service Charges) of the Carson City Municipal Code is hereby amended as follows: (**bold, underlined** text is added, ~~stricken~~ text is deleted) to add fees and charges:

18.02.055 Fees and Service Charges.

Before accepting any application required by this Title, fees adopted by the Board, including service charges, shall be charged, collected and deposited with the Planning Division of the Development Service Department. A fee sheet is available to the general public at the main desk of the Planning Division.

1. Zoning Application Fees:

Administrative Permit	\$750 + \$60/hr over 10 hours
Appeal	\$250 + \$60/hr over 4 hours
Zoning Map Amendment	\$2,450
Continuance	\$600
Historic Resources Review	No Charge
Major Project Review	No Charge
Master Plan Amendment	\$3,050
Minor Variance	\$500 + \$60/hr over 4 hours
Mobile Home Park Review	\$2,300

Recreational Vehicle Park Review	\$2,300
Special Use Permit – Minor (conditional uses or height use permit within any residential zoning district)	\$2,200
Special Use Permit – Major (all special use permits not considered minor)	\$2,450
Temporary Use Permit	\$750
Variance	\$2,150
Zoning Code Amendment	3,250

2. Division of Land Fees Pursuant to Title 17.

<b><u>Development Agreement</u></b>	<b><u>\$1,800</u></b>
<b><u>Development Agreement Amendment</u></b>	<b><u>\$800</u></b>
Land Division Map	\$750
Land Division Map Recording	\$50 for the 1 <sup>st</sup> sheet <del>[of the map]</del> + \$10 for each additional sheet (NRS 278.4725)
Lot Line Adjustment or Deletion	\$500 + \$60/hr over 4 hours
Parcel Maps	\$2,750
Parcel Map Recording	\$17 for the 1 <sup>st</sup> sheet + \$10 for each additional sheet (NRS 278.468)
Plat Amendment	\$2,550
Planned Unit Development – Tentative	\$3,450
Planned Unit Development – Final Map	\$3,550 per Phase
Planned Unit Development – Final Map Recording	\$50 for the 1 <sup>st</sup> sheet + \$10 for each additional sheet (NRS 278A.570)
Subdivision - Tentative	\$3,500
Subdivision - Final	\$1,800 per Phase
Subdivision Map Recording	\$50 for the 1 <sup>st</sup> sheet + \$10 for each additional sheet (NRS 278.450)
Merger and Re-subdivision – same as applicable Parcel Map, Subdivision Map or Planned Unit Development	See fees above

{4.} 3. General Planning Division Fees.