



# **Corporate** NO: R261

# **Report** COUNCIL DATE: November 28, 2000

<b>REGULAR COUNCIL</b>			
<b>TO:</b>	<b>Mayor &amp; Council</b>	<b>DATE:</b>	<b>November 23, 2000</b>
<b>FROM:</b>	<b>General Manager, Planning &amp; Development</b>	<b>FILE:</b>	<b>0023-9011</b>
<b>SUBJECT:</b>	<b>Proposed Amendments to Land Use and Development Application Fee Imposition By-law</b>		

## **RECOMMENDATION**

It is recommended that Council:

1. Approve fee increases as documented in Schedules 1 to 8 attached in Appendix I to achieve an average increase of 4.0% effective January 1, 2001;
2. Approve a reduction in the per pad rate for development permit applications for tourist trailer parks in the CTA, CT-(1) and CT-(2) zones;
3. Approve the inclusion of fees for Development Permit Applications for signage and for surface parking lots, for minor amendments to existing Development Permits, for minor and major amendments to Restrictive Covenants and, for changes to Land Use Contracts that require approval from the General Manager, Planning & Development or the Building Inspector;
4. Approve the inclusion of administration fees that are connected with the processing of a land development application: change of applicant or agent, change of scope and attendance of a staff member at a public information meeting; and
5. Instruct the Clerk to introduce appropriate amendment By-laws to implement the above recommendations.

## **INTENT**

The intent of this report is to obtain Council's approval to

1. increase the Land Development Application fees by approximately 4% to reflect increases in administration and staff costs related to processing development applications; and
2. to introduce fees for a number of types of land development applications and administrative processes for which fees have not previously been charged.

## **BACKGROUND**

The land development application fees collected by the Planning & Development Department are intended to cover the cost of processing land development applications.

The Land Use and Development Application Fee Imposition By-law was last amended on January 1, 1999. At that time fees were increased by 3% to account for inflation and higher operational costs resulting from new procedures such as building schemes, pre-processing public meetings and more extensive public consultations.

## **DISCUSSION**

### Changes to Existing Fees

In accordance with section 931(2) of the Local Government Act, application fees must not exceed the estimated average costs of processing, inspection, advertising and, administration of land development applications. To ensure that land development application fees in Surrey adequately reflect these costs, adjustments must be made from time to time to account for changes in processing procedures and inflation of costs.

Based on a review of the current procedures and costs, an increase of approximately 4% in the fees and changes of the Department is appropriate. These increased fees are reflected in Schedules 1 to 6 attached in Appendix I. Individual fees have been rounded up or down for simplicity and ease of calculation but overall the increases average 4%. Schedules 7 and 8 refers to NCP fees which were already increased separately in 1999 and 2000. The current schedules 1 to 6 are included in Appendix II for comparison.

It should be noted that while the application fees have generally been increased by 4%, there is one reduction. In the CTA, Tourist Accommodation Zone, the development permit application fee, in addition to the base fee, includes a \$62 per pad fee for tourist trailer park developments. This fee of \$62 exceeds the per unit fees charged for multiple family projects or for manufactured home developments. As trailer pads do not constitute a building, an evaluation of tourist trailer park projects requires a review of the site layout and landscaping only. As such, this \$62 per pad fee can be lowered to \$10 per pad which is more reflective of staff time needed to evaluate such proposals.

In 1999, City Council adapted a policy with respect to existing drug and alcohol recovery houses. To facilitate the rezoning of existing drug and alcohol recovery houses, rezoning application fees for such facilities were reduced from the usual fee of \$1,730 to \$670 for those applications submitted on or before April 1, 1999. As this date is now past, this clause should be removed from the fee schedule.

## New Land Development Application Fees

The attached schedules also include new fees for certain types of land development application including:

1. Development Permit Applications for signage and for surface parking lots;
2. minor and major amendments to Restrictive Covenants; and
3. changes to Land Use Contracts that require approval from the General Manager, Planning & Development or the Building Inspector.

Recent changes in the Sign By-law have resulted in a number of Development Permit applications concerning signage only. Similarly, changes in the Official Community Plan requires that the construction of stand-alone surface parking lots also require a Development Permit. As these types of development do not entail the construction of a new building, they do not require the full circulation or evaluation normally associated with a Development Permit application. It is more appropriate, therefore, to charge a lower fee for these types of Development Permit applications. It is proposed that the fee for Development Permit applications that involves signage only or surface parking lots only, be set at \$400.

There are instances when a developer wishes to make a minor change to a Development Permit that has already been issued. Again, such a permit does not require the full review normally associated with a new development permit application and it is proposed that the fee for such applications also be set at \$400. The normal full fee is \$1,800.

With the advent of building schemes, the number of Restrictive Covenants placed against properties has increased substantially. It is now common for landowners to approach the City requesting that the Restrictive Covenant on their property be amended. Some amendments to Restrictive Covenants can be considered major in nature, such as a change in roofing material or exterior cladding and which require that the amendment be approved by Council. Other amendments are minor in nature, such as changing the name of the Design Consultant in a Building Scheme, which can be handled administratively by Planning & Development Department staff. It is proposed that the fee for major amendments to Restrictive Covenants that must be approved by Council be set at \$500, while the fee for minor amendments be set at \$250.

Some Land Use Contracts are worded in such a way that amendments to the Land Use Contract that do not affect use or density can be approved by the Director of Planning or the Building Inspector. Such amendments usually refer to changes in landscaping, exterior building cladding, etc. At present, there is no application fee for changes to Land Use Contracts that can be approved by the Director of Planning or the Building Inspector. Since such approvals involve costs to the City, it is proposed that a fee of \$200 be introduced for such applications.

## Administration Fees

During the time a land development application is in process, agents or land owners (applicants) involved in the application may change. If there is a change in agents or land owners, staff must spend considerable time updating computer files and other records to reflect this change. It is proposed that a fee of \$200 be levied on each request for a change of agent or land owner.

Similarly, during the processing of an application, the scope of the application may change. Properties may be added or taken away, the density in terms of number of units or building size or number of lots may change or the proposed use may change. If these changes do occur, staff again must spend considerable time updating computer

records and adjusting other documents and material. As a result, it is also proposed that a \$200 fee be levied where there is a change of scope to a land development application to cover the administration costs associated with the change. If the change in scope results in an increase in density, the applicant will also be required to pay additional rezoning, Development Permit and/or subdivision application fees that reflect this increased density.

Many applicants now hold public information meetings prior to an application being forwarded to Council to explain the proposal to area residents and to gather comments and concerns. In some instances, Planning & Development Department staff attend these meetings, at the applicants' request, in an observer capacity only. It is proposed that a fee of \$200 be levied to off-set the cost associated with having Planning and Development Department staff attend such meetings.

## **CONCLUSION**

The land development application fees were last increased on January 1, 1999. Since that time the Planning & Development Department has experienced increased operational costs due to inflation and changes in procedures. It is recommended that Council approve an increase to the land development application fee schedules as shown in Appendix I of this report. It is further recommended that the increased fees be made effective January 1, 2001.

Murray D. Dinwoodie

General Manager

Planning and Development Department

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Attachments

Appendix I: Proposed Fee By-law Schedules 1 to 8

Appendix II: Current Fee By-law Schedules 1 to 6

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