

Mayor Nanette K. Johnston opened the work session at 5:35 p.m. on September 6, 2016, at City Hall located at 8880 Clark Avenue, Parkville. In attendance were aldermen Greg Plumb, Douglas Wylie, Jim Werner, Diane Driver, Tina Welch, Dave Rittman, Robert Lock and Marc Sportsman.

The following staff was also present:
Lauren Palmer, City Administrator
Kevin Chrisman, Police Chief
Stephen Lachky, Community Development Director
Alysen Abel, Public Works Director
Tim Blakeslee, Assistant to the City Administrator
Melissa McChesney, City Clerk

1. GENERAL AGENDA

A. New Development Fee Structure Proposal for Public Works-related items

Public Works Director Alysen Abel provided an overview of a proposal associated with development fees for public works-related items. Abel said that staff reviewed engineering plans and performed construction inspections for public and private infrastructure for commercial and residential properties. The City's fee structure included sewer impact and sewer tap fees that were calculated for residential and commercial lots connected to the city sewer, improvement fees that were based on square footage of the lot, grading and land disturbance permits that were set on a sliding scale based on the amount of land disturbance, and right-of-way permits that were set at ten dollars. Several projects in 2016 included plan review and construction but no fees were collected. Staff took the opportunity to review the development fee structure and research other municipalities and learned that smaller cities did not have a formal structure and some worked on a sliding scale dependent upon the work being done.

In the original proposal staff determined that a sliding scale would work best for the City and included a fee of four percent of the construction cost for the public infrastructure. Staff met with developers in June to discuss the proposal and concerns were raised about the fee and in response, staff changed the recommended fee to three percent to cover staff time and resources for the inspections. Abel noted that an option could be to add third party plan reviews that could be portioned to cover the costs generated. Another concern raised at the meeting included the timing of the proposal. Staff proposed to implement the fees over time so existing projects could be completed and the full implementation would be on March 1, 2017. The second concern was the sudden increase in fees in which Abel responded that staff was only looking to cover the City's expenses and not gain additional revenue. Staff used the Cider Mill 6th plat as a basis and calculated that the existing fees only covered 1.5 percent of the construction cost but did not include construction materials testing or inspections. The final concern was about the turnaround time for plan reviews. Abel said that other cities had performance measures that included completion between ten and 15 days and the City was completing reviews between 15 and 20 days.

The Board discussed why the proposal was so low compared to other cities and noted it was not important to be the lowest but to make sure the City was getting back what it spent. City Administrator Lauren Palmer noted that a schedule of fees was adopted in 2014 to remove the fees from the Parkville Municipal Code into a separate document to give the Board the opportunity to increase all city fees by a certain amount in a resolution instead of amending each section of the Code.

The Board also discussed the amount of revenue that would be gained by the increase in

development fees. Abel stated that it was hard to determine the amount of revenue because staff was unsure of the level of development in future years. The Board also discussed including an expedited plan review fee and whether to increase the fee over time versus having a higher fee at the beginning.

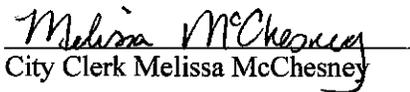
Abel provided an overview of best management practices and recommended changes. Palmer noted that the Board approved changes to the community development fees in 2014 and thanked Ms. Abel and her staff for their hard work on the proposal.

The consensus of the Board was for staff to bring forward a proposal to the Board of Aldermen to include an increase to the fee amount that would cover the cost to the City at a minimum of three percent, to include a higher fee to expedite the process that could possibly be done by a third party, and to include a grandfather clause for pre-existing development.

The work session ended at 6:48 p.m.

The work session minutes for September 6, 2016, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the twentieth day of September 2016.

Submitted by:


City Clerk Melissa McChesney

