

03-10-2021 Town Council Meeting Responses to Council Questions

ITEM #11: Consider Response to Petition for Limited Scope Review of a Conditional Zoning Modification Application for 1751 Dobbins Drive

Council Question:

I appreciate you offering a reduction to the applicant for this limited review, but \$5,259 still seems high. Is this reflecting what we're actually spending in staff time, etc., for this limited review?

Staff Response:

The Town strives for a cost for service fee structure. The fees are proposed to cover the cost of staff time to review an application. The base fee for a Conditional Zoning application is \$8,585 plus an additional \$30 per 100 square feet of floor area. In the memo, the fee calculation is incorrect for the additional 1,753 square feet – it should be \$525 (not \$5,259). Each application does have significant processing associated with it, as well as review by the Technical Review Team and preparation of memos for Advisory Boards and Council. Given the amount of staff time necessary for review of the materials, as well as the administrative tasks of processing the application, the \$525 fee is low.

The Town currently waives fees for affordable housing projects, Town projects, and service projects by non-profits for non-profit organizations. We have prepared revised resolutions for Council's consideration on Wednesday with one limiting the scope of review and a separate resolution reducing the fee. Prior to granting fee waivers for projects, staff believes it would be useful to establish criteria for reduced fees.

Council Question:

Will the existing parking spaces be sufficient to serve the new square footage?

Staff Response:

Under the Land Use Management Ordinance, minimum parking requirement for a 7,500 sf office building is 21 spaces with a maximum of 30 spaces. The approved Conditional Zoning indicates a minimum of 16 parking spaces and a maximum of 21 parking spaces. The submitted site plan shows 21 parking spaces.