



City of Harrisonburg, Virginia

Department of Planning & Community Development

409 South Main Street
Harrisonburg, Virginia 22801
(540) 432-7700 / FAX (540) 432-7777
www.harrisonburgva.gov/community-development

Building Inspections
Engineering
Planning & Zoning

To: Kurt Hodgen, City Manager
From: Adam Fletcher, Director - Department of Planning and Community Development
Date: May 9, 2017 (Regular City Council Meeting)
Re: Ordinance Amendment Section 11-1-11 Fees for Permits

Summary:

Consider a request to amend the Building Code Regulations Section 11-1-11 Fees for Permits. The amendment is associated with fees for building, electrical, mechanical, plumbing, and related permits. The amendment does not add, remove, increase, or decrease existing fees but rather inserts the fee schedule for such permits into the Code rather than relying on the City's approval of the annual appropriation ordinances to demonstrate each fee.

Background:

Prior to November 2011, the fees for building, electrical, mechanical, plumbing, and related permits were listed in Section 11-1-11. The minutes from the October 25, 2011 regular meeting of City Council reflect the City Attorney explaining that staff wanted to allow for permit fees to be approved each year within the appropriation ordinances during the annual budget approval process. The intent was to provide an easier process to amend the permit fees so that each time a fee was increased, decreased, added, or removed, the Code did not have to be amended. Several months prior to that Code amendment, during the approval of the FY 2011-2012 budget, the permit fees were increased within the annual appropriation ordinances.

Since the FY 2011-2012 budget approval process, no fees have been added, removed, increased, or decreased.

Key Issues:

Although the existing fee schedule for the noted permits is available on the City's website, staff would like to re-insert the fee schedule into the City Code to be consistent with other development processes that require permits and have associated fees listed in the Code (i.e. engineered comprehensive site plans, subdivisions, rezonings, special use permits, etc.). Staff believes doing so is more transparent and will be easier to find compared to searching for the approved annual appropriation ordinances document each year.

Section 11-1-1 currently states:

“Permit fees, payable to the City, shall be as set by the city's annual appropriation ordinances.”

The amendment would modify the existing statement as shown below and then continue with new subsection headings listing the existing fees for the required permits.

Permit fees, payable to the City, shall be as set forth below: ~~by the city's annual appropriation ordinances.~~

The proposed amendment in its entirety is attached herein.

Environmental Impact:

N/A

Fiscal Impact:

N/A

Prior Actions:

N/A

Alternatives:

- (a) Approve the amendment as presented;
- (b) Approve the amendment with modifications; or
- (c) Do not approve the amendment.

Community Engagement:

Although no direct community engagement occurred for this proposal, the end result of the amendment should create more transparency and may lead to more community engagement.

Recommendation:

Staff recommends alternative (a) to approve the amendment as presented.

Attachments:

1. Ordinance Amendment Document for Section 11-1-11 Fees for Permits (5 pages)
2. Extract of the Regular Meeting of City Council October 25, 2011 (1 page)
3. Existing Fee Schedule Printed from: <https://www.harrisonburgva.gov/fees> (3 pages)

Review:

N/A