

AGENDA MEMO

CITY COUNCIL MEETING DATE: DECEMBER 3, 2008

DEPARTMENT: PUBLIC WORKS

**ITEM DESCRIPTION: DISCUSSION AND POSSIBLE ACTION
REGARDING THE EXPIRED PERMIT REISSUANCE PROGRAM FOR
OFFSITE PERMITS FOR MINIMUM PERMIT FEES – ALL WARDS**

The minimum fees are detailed as follows:

- \$50 for minor permits which include work that is less the 20 feet longitudinally or impact one travel lane
- \$150 for a permit for an offsite permit related to a single residence
- \$650 for all other offsite permits

To be eligible for the program the permittee must submit to the Department of Public Works Land Development Section a completed request for reissuance form, a proposed completion schedule for the offsite improvements and have the a bond posted (if applicable) in the amount as determined by the Department of Public Works.

The permit will be reissued for a period of up to one year.

As of November 1, 2008 there were 3229 offsite permits of which 1034 offsite permits were expired. The total fees due for the expired offsite permits were approximately \$2,572,000. With this program the fees that may be collected at minimum fees is approximately \$485,000. This will allow the builders to complete their off-sites which otherwise may have not been completed and will provide the City \$485,000 in revenue which may not have been realized.

The program will be in effect until June 30, 2009.