

Office of the County Auditor
Auditor's Analysis

Council Resolution No. 74-2021

Introduced: May 3, 2021

Auditor: Michael A. Martin

Fiscal Impact:

Our Office is unable to estimate the fiscal impact of this legislation at this time because we are unable to determine the specific costs that may be incurred by the County for future Zoning Regulations Amendments (ZRAs).

Based on the average cost per ZRA provided to us by the Department of Planning and Zoning (DPZ), it is estimated that each individual zoning amendment's costs will approximately match the new proposed fee of \$2,500 per amendment.

Purpose:

This legislation increases the fees charged by the DPZ for ZRA petitions from \$695 to \$2,500.

Other Comments:

In March 2021, the County Auditor's Office received input from the DPZ relating to the costs and efforts that go into each zoning amendment petition. Detailed information including personnel, tasks performed, duration of effort, and hourly rates was provided. By taking all of these variables into consideration, it was determined the total cost involved for a zoning amendment petition was approximately \$2,500.

Attachment A provides a breakdown of all costs associated with each ZRA petition, according to the DPZ.

Zoning Regulation Amendment (ZRA) - Average Cost Analysis				
Task	Employee	Rate	Duration	Cost
Preliminary Work				
Intake	Admin	35.00	0.50	18.00
Staff Report	Planning Supervisor	60.00	3.00	180.00
DC - Review	Division Chief	70.00	1.00	70.00
Director Review	DPZ Director	105.00	1.00	105.00
Power Point	Planning Supervisor	60.00	1.00	60.00
Planning Board Hearing				
Planning Supervisor	Planning Supervisor	60.00	2.00	120.00
DPZ Director	DPZ Director	105.00	2.00	210.00
County Attorney	Deputy CA	100.00	2.00	200.00
Admin Staff	Admin	35.00	2.00	70.00
Planning Board Recommendation	Planning Supervisor	60.00	1.00	60.00
DC - Review	Division Chief	70.00	0.50	35.00
Director Review	DPZ Director	105.00	0.50	53.00
Council Hearings				
Board Members (5)	Board Members (5)	35.00	15.00	525.00
Zoning Counsel	Zoning Counsel	125.00	3.00	375.00
Admin Staff	Admin Staff	35.00	3.00	105.00
County Attorney	Deputy CA	100.00	3.00	300.00
File Close Out	Admin	35.00	0.50	18.00
TOTAL COST PER ZRA				2,504.00