



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 9/6/2022

*\*= Mandatory, information must be provided*

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

**\*Title:**

P22TA00004 DEVELOPMENT SERVICES FEE ORDINANCE REVISION

**\*Introduction/Background:**

Development Services Department (DSD) performs reviews and inspections on behalf of other departments. This fee ordinance revision is being presented to allow DSD to directly collect fees for services rendered for subdivision road inspection instead of through cost transfers from the Department of Transportation (DOT).

**\*Discussion:**

The amendment to the DSD fee ordinance adds a new item for subdivision inspection. DSD took over subdivision road inspection from DOT and added a fee for that service.

**\*Conclusion:**

The fee ordinance changes are needed to collect the fees at time of review and permitting rather than cost transfers.

**\*Recommendation:**

The Planning and Zoning Commission and staff recommend APPROVAL to amend the fee ordinance by adding a subdivision inspection fee item to the Development Services fee table.

**\*Fiscal Impact:**

Neutral

**\*Board of Supervisor District:**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

Department: Development Services

Telephone: 520-724-8800

Contact: Joseph Godoy, Deputy Director

Telephone: 520-724-6756

Department Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deputy County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**TO:** Honorable Board of Supervisors

**FROM:** Chris Poirier, Deputy Director *CB Ton Drangowski*  
Public Works-Development Services Department-Planning Division

**DATE:** August 16, 2022

**SUBJECT:** P22TA00004 DEVELOPMENT SERVICES FEE ORDINANCE REVISION

The above referenced Non-Code Text Amendment is within all county supervisor districts and is scheduled for the Board of Supervisors' **TUESDAY, September 6, 2022** hearing.

---

**REQUEST:** Proposal to amend Ordinance Number 2020-33 to allow Pima County Development Services to directly collect fees for services rendered for subdivision road inspections instead of through cost transfers from the Department of Transportation.

**OWNER:** N/A

**AGENT:** Pima County Development Services Department

**DISTRICTS:** All

**STAFF CONTACT:** Joseph Godoy, Deputy Director

**PUBLIC COMMENT TO DATE:** As of August 16, 2022, one written comment in support has been received.

**PLANNING & ZONING COMMISSION RECOMMENDATION:** **APPROVAL 6 – 0**  
(Commissioners Hanna, Membrila, Matter and Cook were absent)

**STAFF RECOMMENDATION:** **APPROVAL**

TD/CB  
Attachments



## BOARD OF SUPERVISORS MEMORANDUM

SUBJECT: P22TA00004

Page 1 of 1

### FOR SEPTEMBER 6, 2022 MEETING OF THE BOARD OF SUPERVISORS

TO: HONORABLE BOARD OF SUPERVISORS

FROM: Chris Poirier, Deputy Director *Tom Drzewowski*  
Public Works-Development Services Department-Planning Division

DATE: August 16, 2022

---

### ADVERTISED ITEM FOR PUBLIC HEARING

#### NON-CODE TEXT AMENDMENT

#### P22TA00004 DEVELOPMENT SERVICES FEE ORDINANCE REVISION

Pima County Development Services Department requests to amend Ordinance Number 2020-33 to allow Development Services to directly collect fees for services rendered for subdivision road inspections instead of through cost transfers from the Department of Transportation. The Planning and Zoning Commission recommended **APPROVAL** 6 – 0 (Commissioners Hanna, Membrila, Matter and Cook were absent). Staff recommends **APPROVAL**. (All Districts)

---

#### Planning and Zoning Commission Public Hearing Summary (July 6, 2022)

The public hearing was held virtually and staff presented via Teams.

Staff presented information from the staff report to the commission with a recommendation of approval.

The commission had no questions.

The hearing was opened to the public. There were no speakers. The public hearing was closed.

Commissioner Truitt made a motion to recommend **APPROVAL**, Commissioner Becker gave second.

The commission voted to recommend **APPROVAL** 6 - 0 (Commissioners Hanna, Membrila, Matter and Cook were absent).

TD/CB  
Attachment

**PIMA COUNTY DEVELOPMENT SERVICES DEPARTMENT  
PLANNING DIVISION  
STAFF REPORT TO THE PLANNING AND ZONING COMMISSION**

**PUBLIC HEARING  
June 29, 2022**

**P22TA00004**

**DEVELOPMENT SERVICES FEE ORDINANCE  
REVISION**

**P22TA00005**

**REGIONAL WASTEWATER RECLAMATION  
Department**

**STATUS / AGENDA ITEMS**

**Planning and Zoning Commission Public Hearing  
Fee Ordinance Revisions**

**REQUEST**

A Proposal to Amend by Pima County Development Service Fee Ordinance 2020-33, Table 2 of Exhibit A to add fee item for Subdivision and Development Inspection

A Proposal to Repeal and Adopt an Ordinance the Pima County Regional Wastewater Reclamation Department fees to amend fee items for Subdivision and Development sewer reviews and improvement plans in other jurisdictions.

**HEARING DATE**

Development Services, June 29, 2022

**STAFF RECOMMENDATION**

Staff recommends **APPROVAL** of the proposed Development Services (DSD) Fee Ordinance Revision. This ordinance adds an item for subdivision and development inspection. This item replaces the fee developers now pay to the Department of Transportation for inspection and is lower than the DOT fee.

Staff recommends **APPROVAL** of the proposed Regional Wastewater Reclamation Department (RWRD) Fee Ordinance revision. This revision aligns RWRD fees with the DSD fee schedule and is revenue neutral.

**BACKGROUND**

For the convenience of developers and builders, a one stop Development Services was formed to coordinate reviews and permitting services for building, sewer, transportation, parks and environmental quality. Over the decades, Development Services has worked seamlessly to offer those services on behalf of other departments and received reimbursement by various departments via budget transfers. The goal now is for Development Services to charge and collect fees directly to customers for the work. This will also allow for better correlation between the fee charged and the level of effort to provide that service.

The Department of Transportation (DOT) has jurisdiction over construction in public right of ways. DSD performs right of way use permitting and inspections on behalf of DOT. This delegation included the construction of subdivision streets in platted subdivisions and the grading and drainage construction on private land. Development Services has established its own site construction inspection unit that will inspect all aspects of site construction within a subdivision including grading, drainage, road construction, and recreational elements. This does not include

the inspection of sewer or water lines. The incorporation of an inspection unit within Development Services will better serve the customers especially at time of release of assurances where documentation of constructed improvements allows Pima County to approve lots for sale to homebuyers.

The proposed fee is calculated at 4.5% of construction costs and is paid at time of site construction permitting. This fee is 1% lower than the 5.5% charged by DOT in its Construction Inspection Fee schedule and replaces this fee for private development and subdivisions. Personnel will be on site to observe the construction throughout development. By adopting this fee into the Development Services fee schedule, it will allow DSD to obtain reimbursement for its inspection services and adequately will cover our inspection expenses.

The RWRD ordinance is being amended to establish a fee schedule for reviews in other jurisdictions. Presently DSD conducts reviews for sewer improvement plans and subdivisions for all jurisdictions but only has the authority to charge fees for the unincorporated area. RWRD is adjusting its fee schedule to align fees with the DSD review fees. The fees collected will be allocated to DSD in the permit system. The new fees charge a base fee for subdivision plats rather than a per page charge and simplifies the sewer improvement plan fee to align with the DSD fee. Overall there is a neutral fee impact to the customers.

#### **Departmental and Stakeholder Review and Comment**

Pima County Development Services has sent the draft fee revision to county departments and other local development stakeholder groups for review and comment. Stakeholder meetings and presentations for this fee revision were held on the following dates:

March 28<sup>th</sup> a small stakeholder group organized by Southern Arizona Homebuilders Association (SAHBA)

May 17<sup>th</sup> a presentation to the SAHBA Technical Committee.

Staff did not receive any questions or proposed changes.

SAHBA, and Metropolitan Pima Alliance (MPA) have been contacted and engaged throughout the public outreach process. The membership of these two stakeholder agencies comprehensively account for the stakeholders in the private development industry such as engineers, architects, construction firms, utility companies and developers.

#### **Public Comment**

The proposed fee ordinance changes have been posted on the Pima County website for proposed Pima County Taxes and Fees since May 2, 2022. No comment has been received from that posting.

As of submittal of this fee ordinance revision for the Planning & Zoning Commission public hearing, staff has not received other public comment.

Respectfully Submitted,

Joseph Godoy  
Development Services Deputy Director

**ORDINANCE NUMBER 2022-\_\_\_\_\_**

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA, RELATING TO FEES REQUIRED FOR VARIOUS SERVICES PROVIDED BY THE DEVELOPMENT SERVICES DEPARTMENT; AMENDING ORDINANCE NUMBER 2020-33 (DEVELOPMENT SERVICES DEPARTMENT FEES).

THE BOARD OF SUPERVISOR OF PIMA COUNTY, ARIZONA FINDS THAT:

1. A.R.S. §11-863(C), A.R.S. §11-808(B), A.R.S. §11-251.08 and the adopted International Building Code allow for the adoption of building and zoning fees and fees for services.
2. Pima County Board of Supervisors has adopted ordinances establishing building and zoning fees, inspection fees, plan review fees pursuant to A.R.S. §11-863(C), A.R.S. §11-808(B), A.R.S. §11-251.08, and A.R.S. §11-251.05.

IT IS ORDAINED by the Board of Supervisors of Pima County, Arizona that:

**SECTION 1.** That Table 2 of Exhibit A attached to Ordinance 2020-33 is repealed and replaced by fee schedules set forth in Table 2A and Table 2B attached to this Ordinance as Exhibit A and incorporated by this reference.

**SECTION 2.** This ordinance is effective for applications and submittals received 30 days after adoption.

PASSED AND ADOPTED by the Board of Supervisors of Pima County, Arizona, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk, Board of Supervisors

APPROVED AS TO FORM:



\_\_\_\_\_  
Civil Deputy County Attorney

\_\_\_\_\_  
Executive Secretary, Pima County  
Planning and Zoning Commission

**TABLE 2A—SUBDIVISION & DEVELOPMENT REVIEW FEES UNINCORPORATED**

Tentative Subdivision Plat

1. Initial Submittal (includes 3rd submittal)
  - a. Base Fee .....\$760
  - b. Plus Per Lot Fee (or Per Unit Fee if condominium)(or Per Block Fee if block plat)...\$76
  - c. Per Acre Fee if zoning is TR, CB-1, CB-2, RVC, MU, CI-1, CI-2, CI-3 or CPI..... \$152
2. 4th & Subsequent Submittals (percent of Initial Submittal fee) .....15%

Final Subdivision Plat

3. Initial Submittal (includes 3rd submittal)
  - a. Base Fee ..... \$760
  - b. Per Lot Fee (or Per Unit Fee if condominium)(or Per Block Fee if block plat) . \$76
4. 4th & Subsequent Submittals (percent of Initial Submittal fee) .....15%

Development Concept Plan

5. Initial Submittal (includes 3rd submittal)
  - a. Base Fee .....\$760
  - b. Per Square Foot of Floor Area Fee (up to a max of 60,000 square feet) .....\$0.21
6. 4th & Subsequent Submittals (percent of Initial Submittal fee) ..... 15%
7. Hourly Plan Review Fee for projects where square footage is not applicable ..... \$89

Landscape Plan/Native Plant Preservation Plan (Stand Alone Submittals only)

8. Initial Submittal (includes 3rd submittal)
  - a. Flat Fee ..... \$618
9. 4th & Subsequent Submittals (percent of Initial Submittal fee) ..... 15%

Site Construction Plan (One Engineering Discipline) (Disciplines include grading, paving, sewer, drainage)

10. Initial Submittal (includes 3rd Submittal)
  - a. Base Fee ..... \$190
  - b. Per Sheet Fee (includes all sheets) .....\$133
11. 4th & Subsequent Submittals (percent of Initial Submittal fee) ..... 15%
12. Type II Grading Permit Fee (500 cubic yards or less)
  - a. Base fee ..... \$43
  - b. Plus Per Cubic Yard ..... \$0.29
13. Type II Grading Permit Fee (greater than 500 cubic yards)
  - a. Base fee ..... \$191
  - b. Plus Per Cubic Yard ..... \$0.08



DEVELOPMENT SERVICES DEPARTMENT FEES  
Effective July 1, 2022

Site Construction Plan (Two or more Disciplines) (Disciplines include grading, paving, sewer, drainage)

- 14. Initial Submittal (includes 3rd Submittal)
  - a. Base Fee ..... \$190
  - b. Per Sheet Fee (includes all sheets) ..... \$166
- 15. 4th & Subsequent Submittals (percent of Initial Submittal fee) ..... 15%

Technical Reports/Documents (Stand Alone Submittals only) Modification of Subdivision Street Standards

- 16. Report/Document ..... \$333
- 17. Modification Request Submittal Fee (per each modification) ..... \$468

Assurances

- 18. Substitute Assurances ..... \$298

Time Extensions

- 19. Time Extension - Development Plan, Tentative Plat, Landscape Plan, Native Plant Preservation Plan, Improvement Plan and Type II Grading Permit (percent of Initial Submittal fee for each extended plan) ..... 25%

**TABLE 2B—SUBDIVISION & PRIVATE DEVELOPMENT INSPECTION FEES**

Public Infrastructure Improvements and Installation

- 20. Work includes but not limited to curb, sidewalk, drainage, utilities, pavement, signing, grading, landscaping, slope stabilization, fencing, signals, lighting, and other minor structures associated with a subdivision plat and commercial development
  - a. Construction cost estimate based off of fair market value ..... 4.5%



## PUBLIC COMMENT



**Southern Arizona  
Home Builders  
Association**

2840 N. Country Club Rd.  
Tucson, AZ 85716  
P: 520.795.5114  
F: 520.326.8665  
[www.sahba.org](http://www.sahba.org)

**President & CEO**

David M. Godlewski

**2022 Executive Officers**

**Chairman**

Michael Del Castillo  
Richmond American  
Homes

**1<sup>st</sup> Vice Chairman**

Andrew Hayes  
Hayes Construction

**2<sup>nd</sup> Vice Chairman**

Vacant

**Secretary/Treasurer**

Randy Agron  
A.F. Sterling Homes

**Immediate Past Chair**

Tom Gansheimer  
Lennar

Affiliated With



June 28, 2022

David Hook, Chairman  
Pima County Planning & Zoning Commission  
130 W Congress St.  
Tucson, AZ 85701

**RE: Development Services Fee Ordinance Revision**

Dear Chairman Hook,

On behalf of the Southern Arizona Home Builders Association, we respectfully request the Commission support the proposed revision to the Development Service Fee Ordinance as presented by staff. Additionally, we appreciate the outreach of staff to the home building industry to inform and discuss the proposed revision.

As you know, Pima County Development Services Department is the premier development services agency in the region. This proposed revision furthers continued efforts by the department to become the one-stop shop for development related activities in the county. With that goal in mind, as the department assumes responsibilities formerly provided by other departments, its logical the fee schedule properly reflect their cost of service.

Any effort to consolidate and simplify fees, while continuing to meet the customer service expectations of customers, is welcomed and further enhances Pima County's regional competitiveness to attract economic development.

Thank you in advance for your support.

Shawn Cote

cc: Mr. Chris Poirier, Mr. Joseph Godoy