



## 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:**

P22TA00005 REGIONAL WASTEWATER RECLAMATION DEPARTMENT FEE ORDINANCE REVISION

**\*Introduction/Background:**

Development Services Department (DSD) performs reviews and inspections on behalf of Regional Wastewater Reclamation Department (RWRD). The fee ordinance revisions are being presented to allow DSD to directly collect fees for review services rendered in other jurisdictions and align wastewater review fees with DSD sewer review fees for all jurisdictions. As the regional provider for sewer, only RWRD has the authority to set fees in other jurisdictions, thereby requiring a separate ordinance.

**\*Discussion:**

The RWRD ordinance aligns fees charged in other jurisdictions with the plan review fees in the DSD schedule charged to the unincorporated areas of Pima County. This simplifies fees for the customers.

**\*Conclusion:**

The fee ordinance changes are needed to align fees across all jurisdictions and to facilitate the direct collection of fees by DSD at time of review and permitting rather than rely on agreements with RWRD for cost reimbursements.

**\*Recommendation:**

The Planning and Zoning Commission and staff recommend APPROVAL to repeal and adopt an Ordinance of the Regional Wastewater Reclamation District fee schedule for permits, inspections and related services.

**\*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: 8/15/22

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

Date: 8/16/2022

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

Date: 8/16/2022



**TO:** Honorable Board of Supervisors

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

**DATE:** August 16, 2022

**SUBJECT:** P22TA00005 REGIONAL WASTEWATER RECLAMATION DEPARTMENT  
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.

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**REQUEST:** Proposal to request an ordinance relating to sanitary sewer connections, construction and customer service; to adopt, and repeal fees for plan reviews and restate a fee schedule for permits, inspections, and related services provided by the Regional Wastewater Reclamation Department under Chapter 13.20 of the Pima County Code.

**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, Membrilla, Matter and Cook were absent)

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

TD/CB  
Attachments



## BOARD OF SUPERVISORS MEMORANDUM

SUBJECT: P22TA00005

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

TO: HONORABLE BOARD OF SUPERVISORS

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

DATE: August 16, 2022

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### ADVERTISED ITEM FOR PUBLIC HEARING

#### NON-CODE TEXT AMENDMENT

#### P22TA00005 REGIONAL WASTEWATER RECLAMATION DEPARTMENT FEE ORDINANCE REVISION

Pima County Regional Wastewater Reclamation Department requests an **ordinance** of the Board of Supervisors of Pima County, Arizona, relating to sanitary sewer connections, construction and customer service; to adopt, and repeal fees for plan reviews and restate a fee schedule for permits, inspections, and related services provided by the Regional Wastewater Reclamation Department under Chapter 13.20 of the Pima County Code. The Planning and Zoning Commission recommended **APPROVAL** 6 – 0 (Commissioners Hanna, Membrila, Matter and Cook were absent). Staff recommends **APPROVAL**. (All Districts)

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#### 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 2022- \_\_\_\_\_

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA, RELATING TO SANITARY SEWER CONNECTIONS, CONSTRUCTION, AND CUSTOMER SERVICE; TO ADOPT, AND REPEAL, FEES FOR PLAN REVIEWS AND RESTATE A FEE SCHEDULE FOR PERMITS, INSPECTIONS, AND RELATED SERVICES PROVIDED BY THE REGIONAL WASTEWATER RECLAMATION DEPARTMENT UNDER CHAPTER 13.20 OF THE PIMA COUNTY CODE.**

**The Board of Supervisors of Pima County, Arizona finds that:**

1. Ordinance 2019-21 established a fee schedule for permits, inspections, and related services delivered under Chapter 13.20 of the Pima County Code.
2. This Ordinance is intended to repeal fees for Plan Review Submittals adopted by Ordinance 2019-21, add Public Sewer Improvement Plan Review Fees for incorporated areas of Pima County and areas located in Tribal lands, and restate the remaining portion of the fee schedule adopted by Ordinance 2019-21.
3. Pima County has the authority to adopt this ordinance under A.R.S. § 11-251.05, 11-264, and Pima County Code Chapter 13.20.

**IT IS ORDAINED BY THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA:**

**SECTION 1:** Fees for customer service, permits, inspections, and related services provided by the Regional Wastewater Reclamation Department under A.R.S §11-264 and Chapter 13.20 of the Pima County Code are repealed, restated, and adopted as shown in Exhibit A, attached to this Ordinance and incorporated by this reference. The fee listed in Exhibit A to this ordinance under the heading “Public Sewer Improvement Plan Review Fees for Incorporated Jurisdictions & Tribal Lands” for “Public Sewer Improvement Plan” shall not exceed and shall be equal to the fee charged by Development Services under Ordinance 2020-33 for a Site Construction Plan (One Engineering Discipline), as determined by application of Ordinance 2020-33 and listed in Exhibit A, Table 2, items 10 and 11.

**SECTION 2.** This Ordinance is effective for submittals or requests received 30 days after adoption.

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

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

ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:



\_\_\_\_\_  
Deputy County Attorney  
Lesley M. Lukach

## Exhibit A

Customer Service Fees – See §13.20.150, §13.20.250, §13.20.300, §13.20.350, and §13.20.400

Service Name	Service Fee
<b>Plan Review Submittals</b>	
Base Fee, First Review Only	\$166 per submittal
First and Second Reviews	\$50 per sheet
Third and Subsequent Reviews	\$39 per sheet
<b><u>Public Sewer Improvement Plan Review Fees for Incorporated Jurisdictions &amp; Tribal Lands</u></b>	
<u>Tentative Subdivision Plat/Preliminary Sewer Layout</u>	
Initial Submittal (includes 3 <sup>rd</sup> submittal ) - Flat Fee	\$500
4 <sup>th</sup> submittal & Subsequent Submittals (percent of Initial Submittal Fee)	15%
<u>Final Subdivision Plat</u>	
Initial Submittal (includes 3 <sup>rd</sup> submittal ) - Flat Fee	\$250
4 <sup>th</sup> submittal & Subsequent Submittals (percent of Initial Submittal Fee)	15%
<u>Public Sewer Improvement Plan</u>	
Initial Submittal (includes 3 <sup>rd</sup> submittal) - Base Fee	\$190
Per Sheet Fee (includes all sheets)	\$133
4 <sup>th</sup> & Subsequent Submittals (percent of Initial Submittal fee)	15%
<b>Temporary Connection</b>	\$25 per 24-hour day
Plus:	
To a Manhole or Cleanout; or	\$100
To a Private Building with an Existing Connection	\$50
<b>Wastewater Utility Fee Payment Plan</b>	
Base Fee	\$173
<b>Wastewater Utility Fee Refund</b>	
Base Fee	\$125

Construction Permit Fees – See §13.20.500

Permit Name	Permit Fee
<b>System Improvement Construction Permit</b>	
Base Fee	\$25
Construction Inspection	2.5% of Bid Cost
Base Fee for Resubmittal of Expired System Improvement Construction Permit	1.0% of Bid Cost



## Exhibit A

<b>Small Activity Construction Permit</b>	
Sewer Lateral Tap into SCS 12-inches or less	\$100
Base Fee for Resubmittal of Expired Permit	\$50
Sewer Lateral Tap into SCS greater than 12-inches	\$150
Base Fee for Resubmittal of Expired Permit	\$75
Sewer Lateral Taps into Existing Manhole	\$150
Base Fee for Resubmittal of Expired Permit	\$75
Manhole Adjustment Projects	No Fee
Manhole Reconstruction	No Fee
New Manhole Over Existing Sewer; No Corrosion Protection	\$200
Base Fee for Resubmittal of Expired Permit	\$100
New Manhole Over Existing Sewer; With Corrosion Protection	\$300
Base Fee for Resubmittal of Expired Permit	\$150
<b>Public Manhole Access Permit</b>	No Fee
<b>Inspection Observation Permit</b>	No Fee

ORDINANCE 2022- \_\_\_\_\_

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF PIMA COUNTY,  
ARIZONA, RELATING TO SANITARY SEWER CONNECTIONS,  
CONSTRUCTION, AND CUSTOMER SERVICE; TO ADOPT, AND  
REPEAL, FEES FOR PLAN REVIEWS AND RESTATE A FEE  
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Clerk of the Board

APPROVED AS TO FORM:



\_\_\_\_\_  
Deputy County Attorney  
Lesley M. Lukach

## Exhibit A

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<b>Inspection Observation Permit</b>	No Fee

## 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