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To: Gahanna City Council  
Raymond Mularski, City Attorney

From: Michael Blackford, City Planner & Zoning Administrator  
Laurie A. Jadwin, Mayor

Date: November 17, 2020

Re: Dept. of Planning & Development Report to Council (November 23, 2020 Meeting)

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### UPDATES

None at this time.

### ACTION ITEM(S)

#### ACTION ITEM #1 – Updates to Building and Zoning Fee Schedule

The Administration proposes to modify the Building & Zoning Fee Schedule to simplify and improve the permitting process for the customer. The layout of the fee schedule has been modified to list fees by project type (e.g., commercial or residential). The proposed fee changes are generally nominal in nature and can be categorized as one of the following: Combined Permits, Combined Fees, New Permit/Fee, or Increased Fee.

- Combined Permit – Currently, items such as fences and signs require a separate permit from both the Building and Zoning Divisions. The fee schedule proposes to combine these separate permits into a single permit. Eliminating a repetitive permitting process will save the customer time and reduce costs and reduce administrative time and costs.
- Combined Fees – Some permits require two separate fees - one paid to the Building Division and one to the Zoning Division. Separate fees for one permit have caused confusion for the customer. Eliminating or combining these fees will result in a simplified permitting experience for both customer and staff.
- New Permit/Fee – Fees for tree removal permits and zoning verification letters were added to the fee schedule. These processes exist today but do not require a fee. Both processes require input and review from multiple departments. The proposed fees are minor in nature and are comparable to those already in place in other communities.
- Increased Fee – The fee for rezonings are proposed to increase from \$750 to \$1,500. The increased fee still ranks Gahanna as one of the most inexpensive in the region. The increased fee is warranted, as rezonings typically require a significant amount of staff hours for review and processing, advertisement, and public hearings. The increased fee will help offset these costs.

Legislation Needed: Ordinance

Emergency/Waiver: N/A

Already Appropriated (Amounts & Accounts Names/Titles): N/A

Supplemental/Transfer (Amounts & Account Names/Titles): N/A

Attachment: 2021 Fee Schedule