

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: BUILDING OFFICIAL SCOTT GEBHART

RE: UPDATE ON BUILDING AND PLANNING

DATE: OCTOBER 1, 2020

PROGRESS REPORT:

The tentative go live date for ePermitting is on set for November 23, 2020. Along with the start of ePermitting our new fee structure will go into effect.

Staff will continue our weekly training and will continue until implementation in November.

Martin Chaw of FCS group has finished development of an initial cost recovery model. With the implementation of ePermitting staff will be able to better track the time spent by staff for Building, Planning and Public Works. Over the course of the next 6–12 months we will have more accurate numbers to incorporate into the financial model to give us a more accurate cost recovery. Staff will continue to work with Martin.

Currently with the surge in building and planning and the lack of training of staff, staff is asking council to consider hiring an outside planner to handle all the planning for commercial, sub-divisions, and partitions. We are currently aware of the second phase of The Highlands moving forward into engineering plus we have had to set everything dune related to the side as we do not have the experience to work with or make additions to an outdate dune management masterplan that is over 20 years old. We need to assist the process moving forward for the dune management association and its homeowners.

In the past week we have been contacted by people looking at 2 different parcels of land that are looking to sub divide and build multiple houses on. Due to the time constraints of staff and the need for training to better able us to serve the needs of the community, we feel it is in the best interest of the community to ask for help. The recent report to the Planning Commission for the Pine Grove project took 2 full days of work by 2 staff members to complete. The fee charged for this was \$200, not enough to cover the cost of services.

Our proposal to hire an outside Planner would also include a proposed fee increase for planning to cover the cost of service. The planning fees have not been increased since at least 2010. Along with an outside firm doing the planning we would also be able to use them to help with updating our foredune management plan and help to update our zoning ordinances.