

9. New Business

b. Policy 08-01. Policy on Reimbursement.

Background Information:

Staff has prepared the following policy draft for review by the Commission. This policy is intended to serve as internal policy to improve clarity and consistency of the administration of the City's Land Use, Zoning and Subdivision Ordinances. The approval of this policy does not require a public hearing.

Staff Recommendation:

Staff recommends approval of the policy.

DRAFT POLICY
POLICY ON REIMBURSEMENT OF COSTS FOR LAND USE, ZONING
AND SUBDIVISION RELATED APPLICATIONS
Policy No. 08-01

A policy related to the reimbursement of reasonable application costs associated with the processing and review of any application as prescribed by the Land Use, Zoning and Subdivision Ordinance. (Ord. 10.10, Dated 12/4/2001)

1. **General.** The applicant shall reimburse the City for all reasonable application costs, exceeding the initial application fee, prior to the issuance of a Land Use Permit or prior to signature, recording or issuance of any Preliminary Plat, Final Plat, Variance, Conditional Use Permit or Rezoning or Zoning Amendment application by the City.
2. **Reasonable Costs.** Reasonable costs shall include, but are not limited to:
 - a. Postage, photocopying, film, reproductions of application materials,
 - b. Salaries and wages of Staff, Trustees, Officers and Commissioners,
 - c. Mileage, maps,
 - d. Professional Service Fees for Planning, Engineering, Surveying, Architectural, Attorney, or other professional service fees as hired by the City to review applications and application materials to determine the extent of conformance or non-conformance with the City of East Gull Lake Land Use and Subdivision Ordinance.
3. **Professional Planning Staff.** Professional Planning Staff costs shall be set by approval of professional services by the City Council.
4. **Notification of Property Owner and Applicant.** Where reasonable application costs are anticipated to exceed the amount paid by an applicant to the City, the City shall notify the applicant of anticipated amount of overage, if known. Failure of the City to provide notice to a property owner or applicant of anticipated application costs in excess of the application fee does not, in any way, invalidate or effect on the ability of the City to recover additional application fees.
5. **Billing Schedule.** For applications processed and reviewed in 30 days or less, the City Clerk shall invoice the property owner for reasonable application costs prior to the issuance of any Land Use Permit and prior to the start of any construction or work granted under the Permit. For applications requiring an extended processing and review period of greater than 30 days, the City Clerk shall invoice the property owner after the expiration of 30 days from the date of receipt of the application and every 30 day period thereafter.

6. **Nonpayment.** The City expects payment of any invoice submitted to a property owner under this policy within 30 days of the due date printed on the invoice. No Land Use Permit shall be issued or Preliminary Plat, Final Plat signed and sealed by the City, or Variance, Conditional Use Permit or Rezoning or Zoning Amendment recorded or issued until all invoices submitted by the City under this policy are paid.

Policy Adopted on _____.

Dave Kavanaugh, Mayor

Rob Mason, Planning Commission Chairperson