

ITEM 4
MANAGER'S REPORT NO. 68
COUNCIL MEETING 1982 12 13

RE: REZONING APPLICATION FEES/PROPOSED REVISIONS

MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT the recommendation of the Director Planning & Building Inspection be adopted.

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TO: MUNICIPAL MANAGER 1982 DECEMBER 01
FROM: DIRECTOR PLANNING & BUILDING INSPECTION OUR FILE: 02.260
SUBJECT: REZONING APPLICATION FEES/PROPOSED REVISIONS

RECOMMENDATIONS:

1. THAT Council authorize the preparation of the following text amendment to the Burnaby Zoning Bylaw and advance the said amendment to First Reading on 1983 January 04 and to a Public Hearing on 1983 January 17 at 18:45 h.

Section 7.8 (3) Every application for rezoning shall be accompanied by a fee of \$615.00 for the first 5,000 m² (53,000 sq. ft.) or less of land included in such application, plus \$5.30 for each additional 100 m² (1,075 sq. ft.) or part thereof.

REPORT

1.0 INTRODUCTION:

The purpose of this report is to review the current fees for processing rezoning applications towards making appropriate adjustments that reflect the associated costs of providing this service.

2.0 BACKGROUND INFORMATION:

- 2.1 At the present time, the following fee structure is utilized to process rezoning applications as outlined in Section 7.8 (3) of the Burnaby Zoning Bylaw:

Every application for rezoning shall be accompanied by a fee of \$580.00 for the first 5,000 m² (53,000 sq. ft.) or less of land included in such application, plus \$5.00 for each additional 100 m² (1,075 sq. ft.) or part thereof.

This fee structure was revised in 1978 in response to the increased costs of providing this service and specifically to reflect the increased costs associated with Public Hearing advertisement requirements.

2.2 Pursuant to the Municipal Act Regulations, Public Hearing newspaper advertisements of a specific size, form and style must be placed in two consecutive issues of newspapers published or circulating within the Municipality as a means of providing full coverage of rezoning applications for the benefit of the public. In addition, notices of the Public Hearing are required to be mailed or delivered to the owners and occupiers of all real property within a 30 meter radius of the land that is subject to the proposed rezoning. In accordance with Council policy, the applicant is also responsible for placing Public Hearing signs (of a prescribed format) on the lands involved in the rezoning application.

The specific purpose of the Municipal Act Regulations regarding the imposition of rezoning fees are to allow the Municipality to recover the costs of providing the rezoning service to the public.

3.0 GENERAL DISCUSSION:

3.1 At the present time, the basic rezoning fee essentially involves two cost components. The first component is a processing fee of \$80.00 which covers staff time involved in assessing the rezoning request and all follow up co-ordination of the application through the various bylaw readings and to ensure that the prerequisite conditions of the rezoning are fulfilled. Additionally, in the case of sites exceeding 5,000 m² (53,000 sq. ft.,) there is a charge of \$5.00 per 100 m² of additional site area. The second component is an advertising fee of \$500.00 which covers newspaper ads and the mailing of Public Hearing notices to affected property owners and occupants. The \$500.00 advertising fee is refunded to the applicant if the rezoning application is not advanced to a Public Hearing.

3.2 The Planning & Building Inspection Department has recently conducted a survey of the rezoning fees presently charged in 18 Municipalities located within the Lower Mainland and Southern Vancouver Island. Although the fees vary significantly in these Municipalities it is evident that Burnaby charges significantly less than many. Council is advised that when comparing basic rezoning application fees which involve a site area of up to 5,000 m² (Burnaby's minimum fee) the charges range between \$50.00 and \$1,200.00. In this regard, Burnaby's fees are lower than 8 jurisdictions. However when considering the processing component alone (without Public Hearing advertising), Burnaby's fee of \$80.00 is less than 16 of the 18 jurisdictions surveyed. The processing component fees range between \$50.00 and \$750.00. Two Municipalities charge on the basis of the actual staff time spent on the processing of each application, while several jurisdictions do not provide advertisement refunds if the application is not advanced to a Public Hearing. Many of the jurisdictions surveyed have revised their fee structures within the last year or two to reflect the recent escalation of their processing costs.

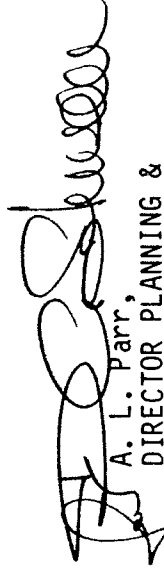
3.3 The Planning & Building Inspection Department has also examined the current advertising costs associated with the required Public Hearing. In this regard, Council is advised that the current fee of \$500.00 still appropriately covers the costs related to these requirements.

4.0 PROPOSED FEE STRUCTURE:

- 4.1 In view of the foregoing information and the inflated costs of providing the rezoning service to the public that has taken place since the fee structure was last reviewed and revised (in 1978), it is recommended that the current fees be revised at this time.
- 4.2 It is therefore recommended that the total fee be increased by 6% from the current basic rate of \$580.00 to \$615.00. This fee will continue to cover site area of up to 5,000 m² (53,000 sq. ft.). The fee of \$5.00 per 100 m² charged when the site area exceeds 5,000 m² should be increased to \$5.30. Since the advertising component does not need to be adjusted, the total increase should be attributed only to the processing component. In this regard, it is proposed that the current policy of refunding \$500.00 to the applicant if the rezoning application is not advanced to a Public Hearing be maintained.
- 4.3 Council is advised that the proposed fee increase represents a 6% increase over the current fee which observes the prevailing Provincial and Federal Government 6% and 5% policy guidelines. Furthermore, the proposed fee increase will maintain Burnaby's modest cost of providing the public with this service relative to those fees charged by many other Lower Mainland and Vancouver Island jurisdictions.

APL
PDS/gl

cc: Municipal Clerk
Solicitor


A. L. Parr,
DIRECTOR PLANNING &
BUILDING INSPECTION

