

BOARD OF ALDERMEN

ITEM NO.: D(1)

AGENDA ITEM ABSTRACT

MEETING DATE: JUNE 17, 2003

SUBJECT: FEE WAIVER REQUEST FOR CLUB NOVA APARTMENTS PROJECT, 103 WEST MAIN STREET

DEPARTMENT: PLANNING DEPARTMENT	PUBLIC HEARING: YES <input type="checkbox"/> No <input checked="" type="checkbox"/>
ATTACHMENTS: A. ADMINISTRATIVE POLICY NUMBER 540-1 B. REQUEST LETTER FROM GILES BLUNDEN C. RESOLUTION	FOR INFORMATION CONTACT: MARTY ROUPE, 918-7333 STEPHANIE BRAY, 918-7334

PURPOSE

Mr. Giles Blunden, representing OPC Foundation, has submitted a letter requesting a refund of paid permit fees and a waiver of future building permit fees for the Club Nova Apartments project. The Administration recommends that the Board review, deliberate, and make a decision regarding the request.

INFORMATION

The Town's Administrative Policy allows the Board of Aldermen the option to grant a waiver or refund of fees for affordable housing projects. The administrative policy requires that the project be able to clearly demonstrate compliance with four criteria listed in section 6.0 of the policy (Attachment A). Mr. Blunden has provided a letter that states that the Club Nova apartments will provide subsidized rental housing for people with disabilities. The letter addresses compliance with the four criteria (Attachment B). Ms. Kincaid-Dunn, Executive Director of OPC Foundation, Inc., will be present at the meeting to provide further information and answer questions.

Fees that would be refunded include fees paid for the Exempt Subdivision in the amount of \$50.00, the Conditional Use Permit application in the amount of \$1,902.15, Construction Plan Review in the amount of \$1,400.00, and a Conditional Use Permit Modification in the amount of \$250.00. The total of these fees requested to be refunded is \$3,602.15

Fees that would be waived are building permit fees in the amount of \$7,266.02. This amount includes fees for building permits and inspections. A detailed breakdown can be provided should the Board request it.

The total of all the fees that would be refunded or waived is \$10,868.17.

Please note that per 6.0 of the policy on waiving fees, engineering fees are excluded from being waived.

FISCAL IMPACT

This would result in a reduction of revenues of \$3,602.15 for land use permits from the 2002-2003 budget and would reduce the revenues for the 2003-2004 budget for building permits by \$7,266.02.

RECOMMENDATION

The Administration recommends that the Board of Aldermen adopt the attached resolution (Attachment C) granting the request to waive and refund fees for the Club Nova Apartments project provided that the Board is satisfied that the applicant has demonstrated that the refund will directly benefit the residents of Club Nova Apartments.