



Town of Boonsboro Planning

DATE: April 7, 2024

TO: Mayor & Council
Town Manager

FROM: Andrew J. Bowen
Staff Planner

SUBJECT: RESOLUTION TO AMEND ZONING FEE SCHEDULE

ISSUE

Should the Mayor and Council amend their Zoning Fee Schedule?

BACKGROUND

A detailed review of the Zoning Fee Schedule identified fees that either are not directly related to the Town's review of submittals or were complicated in being able to determine the appropriate fees. The revisions proposed are directly related to our review costs. In addition, the proposed fee schedule will be far easier to administer than the current Zoning Fee Schedule

RECOMMENDATION

Both the Planning Commission and Boonsboro Municipal Utilities Commission (BMUC) have reviewed the proposed amendments to the Zoning Fee Schedule and both Commissions are recommending to the Mayor and Council for approval of the amended Zoning Fee Schedule.

ATTACHMENTS

- Draft Resolution 2024-04 – Amendment to Zoning Fee Schedule

**RESOLUTION NO. 2024-04
MAYOR & COUNCIL OF BOONSBORO**

A **RESOLUTION** to amend the Zoning Fees for the Town of Boonsboro.

WHEREAS, the Mayor & Council of Boonsboro wishes to establish fees for the review of Zoning and Subdivision requests.

NOW THEREFORE: Be it resolved and enacted by the Mayor and Council of Boonsboro that fees for Zoning Fees, and hereby is, amendments as follows. Material being deleted is designated by being ~~in brackets and stricken through.~~ New material is designated by being in **BOLD CAPITAL LETTERS OR NUMBERS**:

Zoning Fee Schedule

Subdivision Review Fees						
Concept Plan (Preliminary Consultations)	\$660.00	+	\$22.00	per acre	\$	100.00
Minor Subdivision (preliminary plat, simplified plat, replat, correction plat, 1 or 2 lot subdivision)	\$0.00	+	\$385.00	per lot	\$	150.00
Multi-Lot Preliminary Plat	\$390.00	+	\$140.00	per lot	\$	300.00
Multi-Lot Final Plat	\$745.00	+	\$275.00	per lot	\$	300.00
Multi-Lot Combined Preliminary Plat/Final Plat	\$4,265.00	+	\$363.00	per lot	\$	500.00
Combined Site Plan/Preliminary Plat						
Site Plans: Residential	\$825.00	+	\$11.00	per unit	\$	250.00
Site Plans: Commercial, Industrial, or Institutional	\$825.00	+	\$38.50	per acre	\$	400.00
Variance	\$140.00	+	\$0.00			
All Other Types (addition, correction, etc)	\$275.00	+	\$0.00			
WAIVER REQUESTS	\$275.00	+	\$0.00			
AS BUILT PLAN	\$660.00	+	\$0.00			
Water and Sewer Hydraulic Model				per EDU	\$	130.00
Zoning Ordinance Amendments						
Map Amendments*	\$2,200.00	+	\$22.00	per acre	\$	2,000.00
Text Amendments*	\$2,200.00	+	\$0.00		\$	2,000.00
hearing	\$0.00	+	\$0.00			
Board of Zoning Appeals						
Variance Request*	\$330.00	+	\$0.00		\$	300.00
Special Exception and Change or Expansion of a Non-Conforming Use*	\$550.00	+	\$0.00		\$	300.00
Administrative Appeal*	\$165.00	+	\$0.00			
Administrative Appeal*	\$165.00	+	\$0.00			
hearing	\$0.00	+	\$0.00			
Zoning Use Permits						
Zoning Use for Residential Dwellings (Multi-Family)	\$0.00	+	\$71.50	per unit	\$	50.00
Commercial or Industrial Uses	\$0.00	+	\$165.00	per unit	\$	100.00
All Accessory Structures	\$71.50	+	\$0.00			
All Additions or Conversions	\$71.50	+	\$0.00			

Sign Permit					
	\$5.50	+	\$0.00		\$ 50.00
ATTACHED	\$71.50	+	\$0.11	per sq ft	
FREESTANDING	\$165.00	+	\$0.11	per sq ft	
PORTABLE	\$71.50	+	\$0.00		

Annexation Review					
	\$2,200.00	+	\$55.00	per acre	\$ 2,000.00
Document Review					
Public Works Agreement Review	\$220.00	+	\$0.00		\$ 250.00
Homeowner's Association Covenants	\$330.00	+	\$0.00		\$ 300.00
Deeds of Easement	\$220.00	+	\$0.00		\$ 250.00
APFO Mitigation Request	\$550.00	+	\$0.00		\$ 150.00
Traffic Study Review	\$1,650.00	+	\$0.00		
Subdivision Text Amendment	\$2,200.00	+	\$0.00		

BE IT FUTHER RESOLVED that this Resolution shall take effect twenty (20) calendar days following is approval by the Mayor and Council of Boonsboro.

Date of Introduction: _____

Date of Passage: _____

Effective Date: _____

Howard Long, Mayor Date: _____

Witness Date: _____