



MEMORANDUM

To: Town Council
From: Theo Holtwijk, Director of Long-Range Planning
Date: August 25, 2008
Re: **Development Review Financing and Administration**

Per the request of the Town Manager, staff completed a review of the current system of development review financing and administration and made several recommendations for its improvement.

Some of the recommendations require Town Council approval. They are:

REVISIONS TO 2007-2008 ADOPTED FEE SCHEDULE – LAND USE PERMITS

Site Plan Review Escrow Fee

Proposed deleting of threshold:

- ~~Buildings over 2,000 sq.ft.~~

Proposed increase of initial deposit:

- \$50 \$200 per 1,000 sq.ft.

Site Plan Inspection Fee

- ~~Less than \$200,000 value: base amount \$0 plus additional fee of 3% of site construction cost~~
- ~~Between \$200,000 and \$1,000,000 value: base amount \$6,000 plus additional fee of 2% of site construction cost~~
- ~~More than \$1,000,000 value: base amount \$22,000 plus additional fee of 1% of site construction cost~~
- All projects: 1% of site construction cost

REVISIONS TO ZONING AND SITE PLAN REVIEW ORDINANCE

Peer Review for West Falmouth Crossing Master Planned Development District

3.14.2 Exit 10 Design Guidelines

All development in the West Falmouth Crossing Master Planned Development District shall be consistent with the Exit 10 Design Guidelines dated December 9, 1997. In approving site plans for development in the district, the Planning Board must find that the proposed development will be carried out in a manner that is consistent with the design guidelines. In making determinations of consistency, the Planning Board ~~will~~ may require peer review analyses provided by qualified design professionals.

Site Plan Inspection Fee

9.2.c.(5) At least five (5) days prior to commencing construction, the owner shall pay an inspection fee as established by the Town Council. The amount deposited shall be based upon the total estimated cost of construction for all site improvements shown on the approved plans, including, but not limited to, roads, parking lots, storm water management facilities, utilities and lighting and landscaping.
[Amended 8/27/07]

~~Those monies deposited by the developer and not spent on inspections will be returned to the developer upon satisfactory completion of the project.[Adopted 7/23/01]~~

Site Plan Performance Security

9.3.b Bonds, letters of credit or other security acceptable to the Town ~~Planner~~ are posted to insure the installation of improvements or other requirements of the town. All bonds shall be drawn in accordance with town procedures.

Plant Maintenance Bond

9.28.d **Plant Maintenance Bond Requirements.** ~~Prior to issuance of any building permit, the applicant shall furnish to the Town of Falmouth a bond, letter of credit, or other form of security approved by the Planning Board, equal to at least ten percent (10%) of the value of all plantings required under this subsection. The bond shall be binding for a minimum of three (3) years and shall be subject to the condition that required plantings be maintained in accordance with the terms of the site plan approval and in a good and healthy condition. Notwithstanding, the requirement of a bond from the applicant, †The owner of any premises approved by the Planning Board under any section of this Ordinance shall have a continuing obligation to maintain required plantings in accordance with the terms of the site plan approval and in a good and healthy condition.~~

The complete review has been summarized in form of a chart in a memo that follows. The other recommended changes do not require Council approval, but deal with Town Hall operations.

The complete staff discussion report is also attached.

We will be happy to answer any questions that you may have. Thank you.