



# *Memphis and Shelby County*

## *Office of Planning and Development*

CITY HALL, 125 N. MAIN STREET, SUITE 468; MEMPHIS, TN 38103-2084

April 12, 2012

**To:** Members, Memphis and Shelby County Land Use Control Board

**From:** Josh Whitehead, Planning Director

**RE:** Proposed fee resolution for the  
Memphis and Shelby County Office of Planning and Development  
Land Use Controls Section

Board Members:

The purpose of this memorandum is to explain the materials presented before you regarding the proposed fee schedule for the Office of Planning and Development (OPD). As you know, OPD, along with its sister agency, the Office of Construction Code Enforcement, operate as an "Enterprise Fund." In other words, these departments within the Division of Planning and Development are reliant upon fees to operate more than 50% of their budget.

The fee schedule that OPD uses for land use cases has not changed since 1999. Over the course of these thirteen years, the Consumer Price Index has increased more than 30%. This has resulted in a fee structure that is wholly inadequate to pay for the expenses of the Office, even with the extensive personnel cuts that have been made. What is more, OPD fees are far less than peer cities.

The following materials follow this memorandum:

1. A copy of the proposed fee schedule with notes explaining the justifications for the proposed increases.
2. Supporting materials.

This fee schedule is being presented to you as a companion item to the zoning text amendment to adopt amendments to the Memphis and Shelby County Unified Development Code (UDC). The UDC contains a variety of items for which there are no set fees, such as fences and administrative deviations. This fee schedule contains fees for these tasks that have heretofore been offered to the public at no cost.