

Cover Memo

To: Mayor and City Commission

From: Zafar N. Ahmed, Director, Community Development Department

Date: XX-XX-XXXX

Subject: Resolution Implementing Ordinance No. 2025-XX – Reduction of Development Costs for Previously Approved Projects

Recommendation:

That the City Commission adopt Resolution No. R-2025-XX, establishing procedures, submittal requirements, and the Developer Education Program necessary to implement Ordinance No. 2025-XX.

Background:

- In response to Commission direction, Ordinance No. 2025-XX created a mechanism for **reasonable fee reductions** where projects approved before adoption have become financially infeasible due to **dramatic construction cost increases**.
- This Resolution operationalizes that ordinance by:
 - Creating application forms and review timelines;
 - Setting interdepartmental review responsibilities;
 - Establishing evaluation criteria and decision standards;
 - Creating the **Developer Education Program** to assist applicants with tax credit, bond, and subsidy access; and
 - Providing for annual reporting and a 36-month sunset review.

Fiscal Impact:

Reductions will be case-by-case, conditioned on service impact deltas and fee study alignment. Annual reporting will track fiscal implications.

Conclusion:

Adoption of this Resolution provides staff and applicants with a transparent, equitable process to address economic challenges while ensuring fiscal safeguards for the City.