



# MEMORANDUM

Council Agenda  
Item No. XI. L  
5/20/2025

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Ordinance to be introduced and set for final hearing June 3, 2025, relating to General Schedule of Fees, amending Title 59 – Zoning of Chapter 60, of the Oklahoma City Municipal Code, 2020, by amending Article VII - Administration, Section 60-59-11 - Application for redistricting, to modify the fees for redistricting applications; Section 60-59-13 - Special zoning district applications, to modify the fee for Simplified Planned Unit Development applications; Section 60-59-15 - Application for subdivision of property, to modify the fee for Easement Closing applications; Section 60-59-17 - Fees for Board of Adjustment matters, to modify the fees for appeals from administrative decisions and Home Sharing Special Exception applications; Section 60-59-19 – Fees for Historical Preservation Commission matters, to modify the fee for Certificates of Appropriateness in Historic Preservation districts and to rename the section; Section 60-59-23 - Administrative review fees, to modify the fees for deed approvals and for minor amendments to planned unit developments; and Section 60-59-26 - Fees for Certificates of Approval to modify the fees for Certificates of Approval in certain design districts.

### **Purpose:**

The purpose of the ordinance amendment is to update fees for City services that were reviewed during a citywide fee study, increasing fees for various applications for which review is administered by the Planning Department. The proposed fees would better recover costs associated with the delivery of services from the Planning Department, specifically to increase fees for:

- redistricting applications from \$1,500 to \$1,640;
- Simplified Planned Unit Development applications from \$1,800 to \$2,140;
- Easement Closures from \$1,500 to \$1,860;
- appeals from administrative decisions from \$750 to \$1,450, and fees for applications for Special Exceptions for Home Sharing from \$300 to \$1,100, consistent with the fees for most other Special Exception applications;
- Certificate of Appropriateness applications in Historic Preservation and Historic Landmark districts from \$75 to \$100 for administrative review, from \$150 to \$200 for Commission review – no new construction, and from \$200 to \$300 for Commission review – new construction;
- deed approvals from \$50 to \$200 and for minor amendments to Planned Unit Developments (PUDs) and Simplified Planned Unit Developments (SPUDs) from \$125 to \$200;
- Certificates of Approval in Design Review districts from \$200 to \$250 for administrative

review; and to increase and introduce a tiered fee structure for items requiring Commission review as follows: increasing from \$750 to \$1,000 for Commission review required – new construction under 20,000 square feet, from \$750 to \$1,250 for Commission review required – new construction between 20,000 square feet and 100,000 square feet, and from \$750 to \$1,500 for Commission review required – new construction over 100,000 square feet.

The proposed ordinance also eliminates a fee for a variance to allow oil wells because this variance is no longer required, due to recent state legislation.

**Background:**

On August 17, 2021 (Item No. IX. AN.), the City Council approved a contract with MGT of America Consulting LLC to provide a citywide fee study. The scope of the project was to review user fees and charges for services provided to residents and recommend fees that would provide full cost recovery.

The citywide fee study identified numerous review processes for which the charges for service were below full cost recovery. The proposed fee increases would bring these review processes closer to full cost recovery, decreasing the extent to which the processes are subsidized by the General Fund.

Fees processed through the Subdivision and Zoning Office in the Planning Department, including fees related to SPUDs and PUDs, deed approvals, and easement closures, have not been updated in many years.

Fees for Special Exceptions to allow Home Sharing were established in 2019 at a rate well below most other Special Exception fees. Now that the Home Sharing regulations and related review processes have been in place for several years, the Planning Department believes it is appropriate to charge the same fee for these applications as for other comparable Special Exception applications.

Fees for Certificates of Approval and Appropriateness in the Historic Preservation, Historic Landmark, and Design Review districts were increased in 2020. The proposed increases are largely consistent with the rate of inflation since the previous increase and remain well below the full-cost recovery amount. The introduction of tiered fees for Design Review districts is consistent with the previously introduced tiered structure for fees in Historic Preservation and Historic Landmark districts and corresponds to the greater review process costs associated with larger and more complex projects.

**Review:**

Planning Department

**Recommendation:** Ordinance to be introduced and set for final hearing on June 3, 2025.