

# DECISION PAPER



**Issue:**

**Date: 08/18/16**

Elimination of project fees for a small subset of minor change to existing Architectural Standards projects.

**Background:**

The Architectural Standards Committee and staff have discussed architectural standards project fees over the last six months in relation to the overall goals of the Strategic Plan, committee, and department.

The Committee and staff reviewed the budget foundations for the department, historical permit stats, community association architectural standards fees and permitting processes benchmarks, member and other client feedback in an effort to further provide a reasonable and modern approach to the project improvement processes and fees associated all the while being conscious of the fiduciary responsibilities.

As a result, the Committee and staff has prepared a recommendation to eliminate some of the minor change to existing project fees. The improvement projects included in this recommendation are as follows:

- Paint/stain changes
- Front door /Garage door paint/stain changes
- Roof/gutter changes
- Exterior lights updates
- Door changes: garage, front/back/side (without reframing)
- Window changes (without reframing)
- Animal Resistant Garbage Can Enclosures – with the exception of custom built
- Hot tubs placed on/under existing structures
- A/C placed on/under existing structures

These projects would fall into a “Maintenance” category and only require a notice only application along with a before and after photo. Elimination of fees for these projects nets in a \$6,000 decrease to Architectural Standards department revenue on average per year. The benefits to the department, members, and other clients through minimizing documentation and processing effort, and elimination of fees associated with these maintenance projects. The end result is continuing focus on maintaining a minimum standard in Tahoe Donner.

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## Options:

Option 1: Make no adjustments to fee collection for the above mentioned minor change to existing projects.

Option 2: Consider approving elimination of the required fees for the above mention minor change to existing projects.

## Recommendation:

Management and the Architectural Standards Committee are requesting the Board of Directors consider approving the recommendation to eliminate the required fees for minor change to existing projects as follows:

- Paint/stain changes
- Front door /Garage door paint/stain changes
- Roof/gutter changes
- Exterior lights updates
- Door changes: garage, front/back/side (without reframing)
- Window changes (without reframing)
- Animal Resistant Garbage Can Enclosures – with the exception of custom built
- Hot tubs placed on/under existing structures
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Moving these projects into a “Maintenance” project category, and only require a notice only application along with a before and after photo.

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**Prepared By:** Annie Rosenfeld and Architectural Standards Committee

**General Manager Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_