



Department of Administration  
Budget and Management Division

**Cavalier Johnson**  
Mayor

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October 6, 2023

MEMORANDUM

To: Finance and Personnel Committee Members  
From: Bryan J. Rynders, Budget & Fiscal Policy Operations Manager  
Subject: Board of Zoning Appeals

The 2024 Proposed Budget includes a budget of approximately \$322,000 for the Board of Zoning Appeals (BOZA). Without one-time American Rescue Plan Act funding of about \$182,000, the proposed budget for BOZA would be \$504,000.

Common Council file number 120816 was adopted as part of the 2013 Budget. This is the last time the BOZA fees were increased. The 2024 proposed budget includes \$235,000 of permit revenue generated through the BOZA fees.

In order for the BOZA revenues to fully offset the on-going departmental expenditures, revenue would need to increase approximately 115 percent. See table below. However, revenue recognition of the fee increases is under the purview of the City Comptroller.

	<b>2024 Proposed</b>
Board of Zoning Appeals	\$322,384
American Rescue Plan Act funding	\$182,086
<b>Total with ARPA</b>	<b>\$504,470</b>
Revenues	\$235,000
<b>Difference</b>	<b>\$267,470</b>
<b>% Difference</b>	<b>115%</b>

The BOZA staff does not believe a fee increase will disproportionately affect a specific area or neighborhood. However, the most frequent customers are daycare facilities and auto related businesses. These businesses would be impacted by the increased fees.

The current fees and the impacts of a 115 percent increase are included on the following page.



Type of Application	Current Fee		115% Increase		Increase
<b>Dimensional Variance</b>	\$350		\$753		\$403
<b>Use Variance</b>					
0-10,000 sq. ft	\$350		\$753		\$403
10,001 – 20,000 sq. ft.	\$650		\$1,398		\$748
20,001 sq. ft. and up	\$950		\$2,043		\$1,093
<b>Special Use</b>					
0-10,000 sq. ft.	\$300		\$645		\$345
10,001 – 20,000 sq. ft.	\$400		\$860		\$460
20,001 sq. ft. and up	\$500		\$1,075		\$575
<b>Change of Operator Request</b>	\$300		\$645		\$345
<b>Extension of Time to Comply with Board Conditions</b>	\$300		\$645		\$345
<b>Appeal of an Order or Determination</b>	\$300		\$645		\$345
<b>All Other Requests</b>	\$300		\$645		\$345

BJR

Budget/2024budget/F&P questions/BOZA