



CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and City Council

FROM: Tina Moline

MEETING DATE: December 2, 2025

AGENDA SUBJECT: Consideration to Adopt a Notice of Intent to Establish New Planning Fees and a New Polygraph Exam Fee

SUMMARY:

The City of Kingman's Police Department has been approached by various outside agencies to perform polygraph exams for them. This exam entails several hours of administrative staff's time and a licensing cost. In order to fully recover the cost associated with performing this service, the Police Department is requesting to add a new Polygraph Exam fee.

The City of Kingman's Development Services Department recently reviewed its list of planning services and identified seven of them being provided at no cost. In order to recover a portion of the costs associated with them, the Development Services Department is requesting to add the following fees:

- Application Fee – Minor Modification
- Application Fee – Temporary Use Permit Modification
- Board of Adjustment – Zoning Verification
- Conditional Use Permit – Major Modification
- Conditional Use Permit – Minor Modification
- Application Fee – Site Plan Major Modification
- Application Fee – Site Plan Minor Modification

Below are the list of fees associated with all of the above services. The revenue generated by the proposed fees will minimally impact the General Fund.

<u>Division</u>	<u>Service or Category</u>	<u>Service or Category Type</u>	<u>Proposed Fee</u>	<u>Justification for Fee</u>	<u>Cost Recovery %</u>
Police	Polygraph Exam	Polygraph Exam Performed for Outside Agencies	\$175	Cost Recovery	100%
Development Services/Planning	Application Fees	Minor Modification	\$55	Cost Recovery	58%

Development Services/Planning	Application Fees	Temporary Use Permit Modification	\$50	Cost Recovery 104%
Development Services/Planning	Board of Adjustment	Zoning Verification Letter	\$110	Cost Recovery 86%
Development Services/Planning	Conditional Use Permit	Conditional Use Permit Modification-Major	\$788	Cost Recovery 98%
Development Services/Planning	Conditional Use Permit	Conditional Use Permit Modification-Minor	\$394	Cost Recovery 85%
Development Services/Planning	Application Fees	Site Plan Modification-Major	\$80	Cost Recovery 47%
Development Services/Planning	Application Fees	Site Plan Modification-Minor	\$40	Cost Recovery 34%

If a Notice of Intent is adopted this evening, the next steps will be to post the Notice and a justification report to our website and bring the fees back for public comment as well as Council consideration for approval at the 2/3/26 Council meeting. If the fees are approved, they will go into effect on February 4th.

FISCAL IMPACT:

None at this time.

STAFF RECOMMENDATION:

Adopt a Notice of Intent to Establish New Planning Fees and a New Polygraph Exam Fee

SUGGESTED MOTION:

Move to Adopt a Notice of Intent to Establish New Planning Fees and a New Polygraph Exam Fee

ATTACHMENTS:

[Notice of Intent](#)

[ARS 9-49915 Supporting Report](#)