



CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and City Council

FROM: Tina Moline

MEETING DATE: February 17, 2026

AGENDA SUBJECT: Resolution No. 5589 - Establishing New Application Fees, Conditional Use Permitting Fees, a Zoning Verification Letter Fee and a 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

A Notice of Intent to consider establishing these fees was adopted at the January 6th Council meeting, and the ARS § 9-499.15 supporting report was posted to the website on December 12th. If the fees are approved, they will go into effect on February 18th.

FISCAL IMPACT:

There will be a minimal fiscal impact to the General Fund.

STAFF RECOMMENDATION:

Approve Resolution No. 5589

SUGGESTED MOTION:

Move to Resolution No. 5589 - Establishing New Application Fees, Conditional Use Permitting Fees, a Zoning Verification Letter Fee and a Polygraph Exam Fee

ATTACHMENTS:

[Resolution 5589 - New Fees](#)

[ARS 9-49915 Supporting Report](#)

[Notice of Intent](#)