



## MEMORANDUM

TO: Rick Keuroglan, Town Manager  
Marion Sofield, Town Treasurer  
Adrian Oei, Assistant Treasurer  
By: Katie H. Nunez, Planning Director & Zoning Administrator  
Date: March 26, 2026  
RE: FY2027 Planning & Zoning Fee Changes

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### FY2027 Departmental Budget Submission for Code & Planning - Revenue & Fee Structure

As per your strategic priority item, we have undertaken a review of our fee structure for FY2027. In addition, with assistance from the Historic District Civic League who played an instrumental in the final draft zoning text amendment for the Overlay District and the new Appendix G, they have provided comments regarding our fee structure re: historic district application processes. I have provided their notes directly below:

- No fee should be associated with routine maintenance. Even with staff acknowledgement of routine maintenance and the ability to review the notification at their discretion, this should be considered minimal effort conducted within normal staff resources. **KHN COMMENT: Agreed and included as line item reflecting this on the Fee Schedule.**
- The balance of the fee structure requires review. **KHN COMMENT: Staff has reviewed our entire fee schedule and is recommending some changes.**
- New residential construction fee of \$500 appears appropriate but \$500 fee is also applied to substantial alterations greater than \$5000. There may be a better way to address this with a sliding scale associated with substantial alterations tied to estimated project costs with a cap of \$250. **KHN COMMENT: Staff has addressed this by recommending two tiers of Major Work fees for Residential Projects as well as a Minor Work fee structure.**
- Modification to an approved and active CoA has an associated fee of \$200. However, minor work authorized with a staff CoA originally has a fee of \$75. This appears to be incongruent. **KHN COMMENT: Staff has revised the Modification Fee Structure and created two categories.**
- As an incentive for returning a contributing structure to its original historic appearance, no fee should be applied. Examples would be an application using historic tax credits, removal of vinyl siding and restoring to original wood, and removal of non-historic features added to a contributing structure. **KHN COMMENT: I did not find a clean way to include this in the fee structure at this time.**
- Application forms – There should be a review of existing forms for streamlining and consolidation perhaps with the code official should that department be involved with a project. However, this is considered a secondary phase to our overall efforts.