



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Oct. 27, 2025
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2026 Planning and Economic Development Division Fee Schedule Updates

Attachments:

Proposed updates to the Right-of-Way Closing Request Fee and addition of a fee for Local Landmark Designation

Summary:

It has been several years since staff processed a request for right-of-way closure. One needed to be processed this fall and staff discovered that the fees to run the public hearing notice for four weeks as required by state law, exceeded the costs for the review fee. The fee to run the newspaper ads was \$422.80 and the fee for the process was \$350. Review fees are supposed to cover the cost of public notices (mailing, newspaper, signposting) as well as offset some of the staff time involved in processing the request. Staff suggests raising the fee from \$350 to \$650 to cover the costs of the public hearing notice in the paper as well as mailing certified and regular mailed notices to impacted property owners and 1-2 hours of staff time spent processing the request.

Recently staff was approached by a resident about having their property designated as a local landmark. This is a fairly involved process that requires research and coordination with the state preservation office, and at present, we do not have a fee in the fee schedule for processing it. In looking at the fees for other municipalities across the state that are certified local governments under the 1966 National Historic Preservation Act like Hillsborough, the fees vary widely:

- Asheville: \$500
- Raleigh: \$440
- Durham: \$1,735
- Boone: \$375
- Salisbury: \$200
- Cary: \$200
- Wilmington: \$50
- Waynesville: \$200
- Lincoln County: \$200
- Concord: \$350
- Winston-Salem: \$1,500
- Eden: \$150
- Burlington: \$350

Staff recommends a fee of \$500 given that we only have one staff person that works with the Historic District Commission and a request like this could take up some significant staff time on researching and running the request through the process. We don't want the fee to be cost prohibitive for those that really want and have a good case for designating their property as a local landmark, but we also want to be cognizant of not having a fee that is so modest that applicants discount the amount of staff and applicant work that may be involved in accomplishing the task.

Financial impacts:

Low. Staff is trying to better align fees with time spent processing.

Staff recommendation and comments:

Staff recommends the attached increase and addition of a fee.

Action requested:

Approve, modify/adjust the recommended fees, or deny the request to update the fee schedule.