



BUILDING/CODES ENFORCEMENT/PLANNING DEPARTMENT

AGENDA ITEM REPORT

TO: Mayor and City Council

FROM: Jeff Houston, Building Official

DATE: October 16, 2025

SUBJECT: Amendment to the Regional Planning Commission and Board of Zoning Appeals Fee Schedule

BACKGROUND:

- The Planning Department has developed an updated “Regional Planning Commission and Board of Zoning Appeals Fee Schedule” to offset the costs associated with the planning department and to bring the fee schedule into comparison with municipalities of similar size.
- The amended fee schedule was presented to the Jefferson City Regional Planning Commission at the September 22nd meeting to keep the members updated and informed on proposed changes. The Commission members were in approval of this update and proposed a motion to vote on the update. The amended fee schedule was approved unanimously

FISCAL IMPACT:

- This will increase revenue to the City to offset time and expenses incurred by Planning Department staff. The exact increase is unknown.

REQUEST/RECOMMENDATION:

We request City Council consideration in passing the proposed resolution adopting the new fee schedule.

ATTACHMENTS:

Proposed resolution
Fee schedules from other similar sized Cities