



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: WORK SESSION, MAY 13, 2026

AGENDA CATEGORY: GENERAL CITY BUSINESS

- Item:** Adoption of a Resolution Establishing a Consolidated Planning and Zoning Fee Schedule
- Department:** Finance; Planning and Development
- Date of Meeting:** Wednesday, May 13, 2026
- Fiscal Impact:** The proposed fee schedule is designed to achieve cost recovery for planning and zoning services. While revenues may be generated, fees are structured to offset administrative, technical review, and processing costs rather than to create a profit center. Fiscal impacts will vary annually based on development activity levels.
- Presented By:** Keith Lee, Chief Financial Officer
- Action Requested:** Review and adopt a resolution approving a consolidated Planning and Zoning Fee Schedule, establishing standardized fees for applications, permits, and related services, with an effective date of July 1, 2026.

Summary: Staff requests City Council review and adopt a consolidated Planning and Zoning Fee Schedule that codifies existing fees and aligns charges with the City's cost of providing regulatory and quasi-judicial services. The proposed schedule standardizes fees across application types, improves transparency, and ensures consistency in administration while maintaining accessibility for applicants.

Background: The purpose of the proposed resolution is to formally adopt a consolidated Planning and Zoning Fee Schedule that reflects the City's current practices and aligns fees with the cost-of-service delivery. Planning and zoning functions are primarily regulatory and quasi-judicial in nature; therefore, fees are intended to recover reasonable administrative and technical costs without creating barriers to public access.

The fee schedule includes application, permit, and service fees associated with land development,

zoning actions, variances, permits, and related planning services. The schedule consolidates these fees into a single, comprehensive document for ease of use and administration.

Significant Impacts

- Establishes a unified and clearly defined fee structure
- Aligns fees with actual staff time, review processes, and administrative costs
- Enhances transparency and predictability for applicants and stakeholders
- Supports consistency across departments involved in development review

Staff evaluated current fees, and internal cost considerations, including staff time, processing complexity, and required public notice procedures. The resulting schedule reflects a balance between cost recovery and maintaining reasonable access to services.

Adoption of the consolidated fee schedule will formalize existing practices, improve administrative efficiency, and ensure that fees remain equitable, transparent, and aligned with the City's cost of service delivery.

Fiscal Impact: The fee schedule is structured to recover costs associated with planning and zoning services, including application review, public hearings, staff analysis, and administrative processing. Revenues generated will offset operational expenses within the Finance and Planning and Development Departments. The schedule is not intended to generate excess revenue but to maintain fiscal sustainability of regulatory services.

Concurrences: Planning and Development Department

Attachments/Exhibits:

- Planning Fees.docx