



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date September 14, 2023

Originating Department Public Works Department

Contact Person Jeff Perrigo, Public Works Director

Title Resolution No. 23-1915/Amending the 2023 User Fees related to the Tree Permits and Retaining Walls

Legislative History

- First Presentation September 14, 2023, Regular Meeting
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Attachments:

1. Resolution 23-1915
 2. 2023 User Fee Schedule with Markups
 3. Current User Fee Schedule
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Executive Summary

Since the 2023 User Fee Schedule became effective in January, the City has made amendments to the Tree Code related to Tree Permits in right-of-way corridors and added a new section to the code related to retaining walls. The user fees need to be amended to reflect those changes to the code.

Background

The City reviews the User Fee Schedule annually during biennial or mid-biennial budget proceedings and requests input from all departments. This year, the municipal code was amended to cover tree permits in the rights-of-way and a new section related to retaining walls resulting in the addition of two new applications. Since there are costs associated with those permits, it is appropriate that the user fees be amended to account for those costs.

Below are the amendments under Land Use related tree permits in the right-of-way corridor:

NEW: Right-of-way Corridor Project Tree Permit (Ch.16.14) - \$72.50 per tree (plus consultant review costs and arborists review costs)

Below are the amendments to the Building Fees related to Retaining Walls:

NEW: Retaining Wall Permit (Ch.12.50) – Based on the Building Permit Fee Table (plus consultant review costs and staff review costs)

Fiscal & Policy Implications

Permits and fees are required to accommodate the new city policies. Financial impact will be cost neutral.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Adopt the amended user fee schedule with current updates	User fees will be amended for 2023, and full cost recovery will be achieved
<ul style="list-style-type: none">• Do not increase any fees	Will not achieve full cost recovery, and alternate measures may need to be taken for financial stability.

Staff Recommendation

Adopt Resolution 23-1915 Amending the 2023 User Fee Schedule