

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

**Meeting Date: September 17, 2025**

**Submitted By:**

Staff

**Agenda Item:**

Discussion and possible action on a resolution amending the City of Rollingwood Fee Schedule to include credit card transaction fees, revised fence application fees, tree removal application fees, updated code references relating to building inspections, and the removal of a duplicate section

**Description:**

**Add: new Sec. A1.004. Credit Card Transaction Fee**

All credit card transactions will have a 3.25% processing fee added to payments made with credit cards. The City does not currently pass a credit card transaction fee on to customers. Because this fee would apply to all departments this is added as a new section to apply to all departments. Currently, the Court is the only department charging a credit card transaction fee, of 3.25%.

**Edit: Section A2.001 General Fees- Fence application fee**

Removed "Fence greater than six ft. in height: \$225.00" fee under "Residential Additions" and created "Fence Permit Application", splitting into 2 fees. (a) fences less than 8 feet in height and (b) Fences greater than 8 feet in height. Fences 8' or greater require a more in-depth review due to engineering.

**Edit: Section A2.003 Inspections (a)**

Updated this subsection to reflect the correct code chapters. This referenced the old code of ordinance chapters.

**Edit: Tree Removal Application Fee (Article A3.000 Development and Zoning Fees)**

Edited fees to reflect the work associated with permit processing and review of tree removals with development or improvement projects.

**Add: Heritage Tree Removal Fee (Article A3.000 Development and Zoning Fees)**

Added additional fees for the removal of a Heritage Tree, which was recently added with the amended Residential Tree Canopy & Landscape ordinance.

**Delete: Duplicate "Alcoholic beverage permit" (Article A6.000)**

Alcoholic beverage permit is listed in subsection (a) and subsection (m), which includes other fees. Alcoholic beverage permit was removed from subsection (m) as it is already captured in subsection (a) to avoid duplication.

**Action Requested:**

Discuss and consider approval of a resolution to amend the City of Rollingwood Fee Schedule.

**Fiscal Impacts:**

No significant fiscal impacts anticipated at this time.

**Attachments:**

- Resolution to amend the City of Rollingwood's Fee Schedule
- Redlined City of Rollingwood Fee Schedule