



STAFF REPORT

Meeting Type: City Council
Meeting Date: September 5, 2023
From: Tyler Deems, Interim City Manager
Subject: Changes to the Master Fee Schedule

DECISION TO BE MADE:

Whether to increase building and planning fees.

BACKGROUND / CONTEXT:

The City annually reviews and updates fees and charges to adjust for inflation. On June 20, 2023 the Council reviewed a number of updates to the fees, held a public hearing, and adopted the changes. Due to a noticing requirement by the State for changes to building fees, the Council was unable to adopt changes to the fees and charges for building and planning fees. Staff has now completed the noticing requirement with the state and is bringing back the changes to Council for adoption.

As indicated in the previous staff report, in an effort to continue making incremental increases based on current CPI, the proposed fee increase for Planning and Building is 6% for all fees. The City has historically been low compared to other cities in many categories and the fees should be updated to cover the city's costs to process and review applications rather than relying on an increasing share of general revenue. The proposed 6% matches the CPI as of January of this year, which was used to develop the budget for the upcoming biennium. The average increase to a building permit for a new single-family home would be approximately \$350.

The new fees will take effect for permits received on or after September 11, 2023.

BUDGET IMPACT:

None. These changes are already reflected in the BN 2023-25 budget.

RECOMMENDATION:

Staff recommends adopting the proposed increase in fees.

SUGGESTED MOTION LANGUAGE:

"I move to adopt Resolution 2023-31, a resolution amending the City's Master Fee Schedule."

LIST OF ATTACHMENTS / EXHIBITS:

- Resolution 2023-31
 - Exhibit A – Master Fee Schedule