



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: November 30, 2022

Subject: 2023 Fee Schedule

Staff is presenting the 2023 Fee Schedule for adoption by the City Council.

Staff is proposing several minor changes to the fee schedule.

- **Section 9.** The application fee for a Conditional Use Permit (CUP) in the R-1 Zoning District has increased from \$100.00 to \$150.00.
- **Section 9.** Established Interim Use Permit (IUP) fees for R-1 District (\$150.00 plus \$300.00 escrow) and all other districts (\$500.00 plus \$1,500.00 escrow); the same as CUP application fees
- **Section 9.** Increased variance application fee for R-1 districts from \$150.00 to \$200.00. Escrow fee remains the same.
- **Section 9.** Increase the Park Dedication Fee from \$2,275 to \$2,472 per unit to match the 8.7% increase in the Construction Cost Index.
- **Section 10.** Updated Credit Card Transaction Fees to match actual processing costs. The City will likely be changing providers when the new accounting software comes online and the online services are implemented. This change saves the City from making an amendment mid-year.
- **Section 13.** Added the edible cannabinoid products license fee to the fee schedule.
- **Section 15.** Increased water availability charge from \$1,350 to \$1,467 per unit to match the 8.7% increase in the Construction Cost Index.
- **Section 15.** Increased SAC administrative fee from \$300 to \$326 per unit to match the 8.7% increase in the Construction Cost Index.
- **Section 15.** Increased recycling fee from \$12.96/quarter to \$13.60/quarter to reflect increased costs for new 5-year recycling contract.

The remaining fees from 2022 will continue into 2023.

A public hearing on the proposed 2023 fee schedule has been properly noticed for 7:00pm (or as soon thereafter) on Monday, December 5, 2022 to obtain public input. After the public hearing, staff asks the City Council to approve the proposed fee schedule ordinance.

If you have any questions, please don't hesitate to contact me at 763-784-6491.