



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

Date: November 25, 2024

Subject: Adoption of 2025 Fee Schedule

This memorandum provides a summary of the proposed changes and updates to the City of Spring Lake Park Fee Schedule for 2025.

Summary of Changes:

- *Residential and Commercial Plumbing & Mechanical Permits.* Increased mechanical permit fees to cover cost of inspection.
- *Park and Facility Rentals.* Updated rental rates for park facilities, hockey rinks, and community spaces, with differential pricing for residents and non-residents. Maintained damage deposit for park facilities.
- *Zoning and Development Fees.* Adjustments to comprehensive plan amendments, conditional use permits (CUP), and interim use permits (IUP) to cover costs. Separate site plan from concept plan in the fee schedule.
- *Administrative Offense Fees.* Added an administrative offense penalty for cannabis use in parks or other public places.
- *Licenses and Registrations.* Cannabis related license categories added, reflecting recent legislative changes.
- *Water, Sewer, and Street Fees.* Revisions to water and sewer connection fees to account for inflationary growth for water and sewer infrastructure construction. Updated street opening and right-of-way permit fees to line up with the cost of performing the service.

The proposed adjustments ensure that the City can continue to provide high-quality services while recovering the actual costs associated with permitting, licensing, and facility management. This approach aligns with the City's fiscal responsibility and commitment to equitable cost-sharing among residents, businesses, and developers.

It is recommended that the Council adopt the proposed 2025 Fee Schedule ordinance to be effective January 1, 2025. Following Council approval, the new fee schedule will be published and incorporated into all relevant City operations and communications.

If you have any questions, please do not hesitate to contact me at 763-784-6491.