



COUNCIL ITEM AGENDA REQUEST FORM

Department: Community Development

Meeting Date: 04/03/2025

Staff Contact: Phillip Trocquet

Agenda Section: Staff Comments

Staff Report:

Item Description: Discussion of a draft revision to the Town of Tyrone fee schedule regarding Building, Planning & Zoning, Environmental, and Engineering fees. **Phillip Trocquet, Assistant Town Manager**

Background/History:

The State passed HB 461 regarding the method by which permit fees can be charged changing from the allowance of a “valuation” method to strictly a “square-footage” method. As a result, the Town has been working with SAFEbuilt to establish a new square footage basis for valuing permits. Staff has taken this as an opportunity to evaluate the fees as a whole to determine if our overall charges are still relevant.

Findings/Current Activity:

Staff found that comparatively, Tyrone charges considerably less than surrounding communities and is proposing an approximate 25%-30% increase in building permit fees to place us at the average of surrounding communities. In addition, staff is recommending slight increases in non-building permit fees as well.

Actions/Options/Recommendations:

Staff recommends discussion of the proposed fees. If comfortable with the draft schedule, council may make a motion to approve the draft schedule for future adoption. This final adoption would be presented with a SAFEbuilt contract revising their percentage withholding of the fees.