



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: September 18, 2025

Agenda Item Type: Old Business

Staff Contact: Phillip Trocquet

STAFF REPORT

AGENDA ITEM:

Consideration to revise the Town of Tyrone Fee schedule to include permit minimums.

BACKGROUND:

Council approved a new fee schedule for building, planning, zoning, engineering, and environmental services in April. These fees were updated to comply with HB 461, which replaced the “valuation” method with a strictly “square-footage” method.

Since then, we’ve identified an issue: projects with very small footprints are producing fees that don’t cover the cost of reviews and inspections performed by the Town and SAFEbuilt.

To address this, staff recommends the following minimum fees:

- **Plan Review Minimums:** Residential \$150; Commercial \$250
- **Base Building Fee Minimums:** Residential \$100; Commercial \$200
- **Town Admin Fee Minimum:** \$30
- **Demolition Flat Fees:** Residential \$150; Commercial \$200
- **Pool Flat Fees:** Residential \$300; Commercial \$500
- **Plan Review Revision (after approval):** 50% of original plan review fee

FUNDING:

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STAFF RECOMMENDATION:

Staff Recommends Approval

ATTACHMENTS:

Revised fee Schedule

PREVIOUS DISCUSSIONS:

FY26 Budget workshop.