

Building, Safety & Zoning Department

To: City of Watertown Finance Committee
From: Brian Zirbes, Zoning Administrator
Date: February 10th, 2025
Subject: BS&Z Fee Schedule Changes

Background

Late last year the Finance Department initiated an effort to update the City's fee schedule. During that process BS&Z fees were split out as a standalone fee schedule separate from the General Fee Schedule. The existing BS&Z Fee Schedule has not been updated in over 10 years. Therefore, the attached 'Proposed' BS&Z Fee Schedule is being recommended for BS&Z fees. The proposed changes will simplify the fee schedule, allow for more consistent capture of actual costs incurred, and allow for the City's fees to be more in line with fees being charged in other communities. These changes help ensure that costs incurred for these services are incurred by those benefiting from the service and not a burden on the tax levy.

Also attached is a copy of the 'Existing' BS&Z fees with some notes regarding the changes reflected on the 'Proposed' BS&Z Fee Schedule. The proposed changes include moving several fees for services not performed by BS&Z out from the BS&Z Fee Schedule to the General Fee Schedule. Other sections are being added or expanded to include proper fees for actual BS&Z functions, such as zoning, planning, and the subdivision of land. In addition, the Building Inspection Fees have been streamlined to make the administration of these codes less confusing and more efficient, including new flat fee options for some functions. It would be the intent of this proposal to have these new fees be effective as soon as possible prior to the 2025 building season.

Budget and Operational Goals

Promotes and fosters innovative approaches for community development and growth.

Financial Impact

This proposal will increase BS&Z fee revenues.

Recommendation

I am requesting that the Finance Committee approve these proposed fee changes to the BS&Z Fee Schedule.