



Common Council Agenda Item

Meeting Date: October 6, 2026

Agenda Item: Permit Fees

Staff Contact (name, email, phone): Llana Dostie, Zoning Specialist

BACKGROUND

(Enter the who, what when, where, why)

Staff reviewed the City's current fee schedule against fee schedules from neighboring municipalities to determine whether changes to the City's current fee structure are warranted.

Overall, staff found that the fee schedule approved in 2023 remains generally relevant and appropriate. However, the review identified several areas where adjustments would help bring the City's fees more closely in line with those charged by neighboring municipalities.

In general, the City's fees tend to be above the lower end of the fees charged by neighboring communities, but remain below the higher end of the range. Staff believes this places the City in a reasonable and competitive position while still allowing the City to recover a portion of the costs associated with providing various services.

The review also identified several services and activities that are not currently addressed in the City's fee schedule. Proposed additions would establish fees for these items and ensure that the City is consistently capturing applicable administrative and service-related costs.

Staff is therefore recommending targeted amendments to the current fee schedule rather than a comprehensive restructuring. The proposed changes would maintain the portions of the 2023 fee schedule that remain appropriate while updating specific fees and adding fees where gaps were identified.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

Common Council August 2023 approval of current fee schedule

Finance Committee September 22, 2026 recommended to Council

FINANCIAL IMPACT

(If none, state N/A)

Any adjustments that are made will affect revenues collected by the department.

STAFF RECOMMENDATION

Staff recommends approval of the updated Permit Fee Schedules to ensure the City's permit fees remain current, accurately reflect administrative and review costs, and are consistent with comparable municipalities. The updated schedules also address permit and service areas that are not currently captured in the City's fee structure.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Permit Comparison Spreadsheet