



Legislation Text

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Memo

TO: Mayor Collins and Town Council Members

**FROM: Kevin Burke, Town Manager
Dawn Marie Buckland, Deputy Town Manager**

DATE: January 11, 2018

DEPARTMENT: Administration and Government Affairs Department

Dawn Marie Buckland

AGENDA TITLE:
Cost Recovery for Fees and Charges

Council Goals

SUMMARY STATEMENT:

In FY 2017, the Town undertook a comprehensive cost of service study to determine levels of fees required to recover 100% of the costs for planning, building, engineering, and fire prevention. On March 23, 2017, Council adopted most fees at 100% of cost recovery. As a policy decision based on areas of general public benefit, certain specific fees were adopted at a rate of 50% of cost recovery. These are: Board of Adjustment related fees for applications for variance, appeals of administrative decision, and administrative relief from zoning; Planning Commission related fee for vacating a street or alley; and within the category of Special Use Permits (SUP): SUP, Major Amendment, or Intermediate Amendments for schools, government buildings, and places of worship. All other fees were set at full cost recovery.

Under the new fees, the fee for a minor amendment to an SUP is more than that of an intermediate amendment for "schools, government buildings, and places of worship", a category that had previously existed for intermediate and major amendments but not for managerial or minor. On December 7, 2017 Council discussed Resolution 2017-23 which would consistently apply this policy decision to managerial and minor amendments as well, reducing the fee for a managerial amendment from \$1,900 to \$950 and the fee for a minor amendment from \$5,250 to \$2,625 for schools, government buildings, and places of worship. Following discussion on this item, staff was asked to bring back a study session item for more in-depth discussion.

ATTACHMENT(S):
PowerPoint