



# MEMORANDUM

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“...meeting community needs...enhancing quality of life.”

TO: City Plan Commission

FROM: Community and Economic Development Staff

DATE: August 10, 2022

RE: Community and Economic Development Department Land Use Application Fee Schedule

## **BACKGROUND**

Municipalities charge planning services fees to applicants as a way of recouping some of the costs associated with reviewing and processing a variety of land use applications/permits. These fees generally cover only a portion of the actual cost of processing items. Staff time includes such things as researching, reviewing the proposal with City standards, correspondence, mailings, preparation of public hearing notices, preparation of reports, appearances at public meetings, etc.

The last review of the Community and Economic Development Department land use application fees was done in 2012, and the fees were revised on May 16, 2012 by the Common Council.

The Mayor reviewed and is supportive of the attached proposed land use application fees.

## **ANALYSIS**

Staff analyzed the current land use application fee structure in several communities in the Fox Valley area and compared those fees with Appleton's land use application fees. The goal of this comparison was to see how Appleton's land use application fees correlate with other municipalities' fees and to determine if any adjustments should be made to recoup more of the processing costs the City incurs while keeping our rates in line with other municipalities. An overview of each municipality's fee structure is attached as Exhibit A.

## **RECOMMENDATION**

Staff recommends the attached proposed land use application fees and resolution, **BE APPROVED** to become effective January 1, 2023.