

Memorandum

REPORT TO: City Commission

FROM: Melissa Hodnett, Finance Director
Erin George, Community Development Director

SUBJECT: Resolution Adopting Planning Fee Schedule for FY27

MEETING DATE: August 18, 2026

AGENDA ITEM TYPE: Finance

RECOMMENDATION: **Consider the Motion:** *I move to adopt resolution establishing planning fees for FY27.*

STRATEGIC PLAN: 7.5. Funding and Delivery of City Services: Use equitable and sustainable sources of funding for appropriate City services, and deliver them in a lean and efficient manner.

BACKGROUND: The Community Development Department leads development review for compliance with State and local land use regulations and processes. Within Community Development, Planning Division staff help applicants navigate permit processes and review applications for compliance with the Unified Development Code. Planning staff are also responsible for broader public services including providing public notices, collecting public comments, and answering questions from the general public. Long-Range Planning staff also manage updates to Municipal Code and the City's Land Use Plan, facilitate community engagement efforts, and coordinate two advisory boards – community development and historic preservation.

The City's general financial policy is for those who generate needs for municipal services to defray those costs. As the staff supports both applicants and the general public, a portion of the Planning Division's costs are paid with application fees and a portion with General Fund revenue (primarily property taxes). This reflects a necessary balance between applicant-funded review services and city-funded public services.

On April 13, 2021, the City Commission adopted Resolution 5286 updating planning fees based on a fee study performed by BerryDunn and published on April 2, 2021. At the time of the study, the cost recovery percentage for Planning was 59.6%. Since 2021, costs have increased at a rate higher than anticipated in the 2021 cost model. To better align application fees with the cost of providing planning and development review services, while maintaining a balance between taxpayer support and applicant affordability, this resolution proposes approximately 15% increases to planning fees for

FY2027.

A Planning Fee Study is currently underway to analyze any future changes that are needed to the cost recovery rates and planning fees. Any changes indicated as a result of that study will be included in a future resolution.

The fee schedule proposed for adoption includes many application types and a wide range of reviews that are routinely performed. The City adopts a schedule of fees that is specific to application types to pursue an equitable best fit between fees charged and resources consumed during a review.

Some application types, such as site plans, have a wide range of scope and complexity. For these kinds of applications, the City has established a scaled fee so that larger and more complex applications which require greater resources to review pay a proportionately higher fee. Scaled fees are capped to reflect the infrequency of extremely large projects and the diminishing marginal effort for each additional unit of development.

UNRESOLVED ISSUES: None.

ALTERNATIVES: The proposed rate increases are consistent with the 2027 Biennium Adopted Budget. Changes to the rates proposed in this resolution will require budget amendments.

FISCAL EFFECTS: The proposed increases are intended to improve the cost recovery rate of the Planning Division of the Community Development Department.

Attachments:

[FY27 Fee Schedule for Planning Fees.pdf](#)
[8.18.26_Planning_Fees_Resolution_FINAL](#)

Report compiled on: August 6, 2026