

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: December 15, 2025
SUBJECT: Ordinance amending exhibits A, B, and C to the municipal code
ITEM NUMBER: 8.e
SECTION: CONSENT AGENDA

REQUESTED MOTION

To adopt ordinance number 1058 and the ordinance summary for publication amending exhibits A, B, and C to the municipal code effective January 1, 2026.

INTRODUCTION

Each year, the city conducts an analysis of certain funds and fees to consider changes for the coming year. City staff have reviewed the current utility fee schedule (exhibit A), administrative fee schedule (exhibit B), and building permit and fee schedule (exhibit C) and are recommending changes to both effective January 1, 2026.

DISCUSSION

Below is a summary outlining the proposed changes to the administrative fees and building permit fees for 2026. A memo from Finance Director Kevin Knopik outlining the proposed utility rate changes and a memo from Housing Program Specialist Will Harris outlining the proposed administrative citation changes are also attached for your review.

Administrative fees

- Edible cannabinoid license - this is being removed as the city will no longer be issuing these types of licenses with recent updates to State Statutes. The lower-potency hemp edible retail registration will be replacing this license.
- Electric vehicle charging stations - the city will be adding EV charging stations at the community center and parks over the next few years. These fees will be being added to reflect the annual operation and maintenance costs for the stations.
- Mobile food unit/peddler - the name and timeframe are being updated to reflect changes made earlier this year.
- Bulk water sales - staff are recommending that we increase the bulk water sales to be more in line with other communities.
- Right-of-way permits - staff are recommending these fees be updated to better reflect the costs incurred for review and inspections.
- Land disturbance permit fees - these are being moved from exhibit C to exhibit B, there are no changes to the fees themselves.
- Erosion control inspections and escrows - staff are recommending a fee be added for projects with tree replacement requirements to better reflect actual costs.
- Letter of zoning compliance and variance fees - staff are recommending these fees be

updated to better reflect the costs incurred for this work. Below is a comparison of how our fees align with other communities.

	Zoning letter	Residential variance	Commercial variance
Shoreview - current fees	\$50	\$200	\$400
Shoreview - proposed fees	\$100	\$400	\$750
Arden Hills	\$75	\$350 + \$1,000 escrow	\$350 + \$1,000 escrow
Blaine	\$75	\$500	\$700
Lino Lakes	\$75	\$750	\$750
New Brighton	\$100	\$400	\$800
Roseville	\$90	\$380	\$500
Vadnais Heights	\$200	\$1,100 + \$1,500 escrow	\$2,000 + \$1,500 escrow
Woodbury	\$100	\$300 + \$1,000 escrow	\$500 + \$1,000 escrow

Building permits and fees

- Refunds - language is being updated to reflect actual practices.
- Electrical permit fees - Tokle Inspections, the city's electrical inspector, has requested adjustments for a variety of electrical permit fees to better reflect the costs incurred.

RECOMMENDATION

It is recommended that the city council adopt ordinance number 1058 and the ordinance summary for publication amending exhibits A, B, and C to the municipal code effective January 1, 2026.

ATTACHMENTS

[Utility rate increase memo](#)
[Administrative fines memo](#)
[Ordinance 1058](#)
[Exhibit B red-lined](#)
[EXHIBIT C red-lined](#)
[Ordinance 1058 summary](#)