



Finance/Legal/License Executive Summary

Title

2019 Update to Community Development & Planning Fee Schedule

Background

Mount Pleasant's Municipal Code (Sec. 90-47) allows for fees to be charged for non-governmental petitions and applicants and allows the Mount Pleasant Village Board to set those fees. The code states the purpose of this is *"To defray the cost of administration, including public notices and recordkeeping..."*

Earlier this year, staff noticed an issue regarding its fee schedule compared to comparable localities, and brought it up to the Plan Commission. The issue was that the last update of the Community Development fee schedule was in 2005, and as a result several charges were below even the cost of board members and public notices. With consultation of the finance director, staff researched nearby comparable communities and came up with a new recommended fee schedule based on the average. Fees for Rezones and Conditional Uses remain the same, fees for Site Plans and Variances increase, and fees for Sign Permits decrease overall. The decrease is largely due to changes in temporary signs and a reduction in fees for minor sign alterations.

Consistency with Comprehensive Plan

N/A

Recommendation

Staff & Plan Commission recommend approval of Ordinance 39-2018 *"An Ordinance to amend sections 30-1 and 90-45 of the Code of Ordinances for the Village of Mount Pleasant relating to fees."* and Resolution XX-2018 *"A Resolution establishing various fees, permits, and charges charged by the Village of Mount Pleasant Community Development & Planning Department"*

Fiscal Note/Budget Impact

When applying the new fee schedule to Budget Year 2017, it resulted in a revenue increase from \$60,511 to \$69,509. Applying it to Budget Year 2018, it resulted in an increase from \$58,764 to \$71,309. The biggest gaining item was site plans and the biggest loss was sign permits.

Attachments

- Comparison chart between Mt Pleasant and SE Wisconsin localities
- Recommended new fee schedule
- Ordinance 39-2018
- Resolution 83-2018

Prepared By

Robin Palm, Planner II

Samuel Schultz, Community Development Director

November 21, 2018



Ordinance No. 39-2018

AN ORDINANCE TO AMEND SECTIONS 30-1 AND 90-45 OF THE CODE OF ORDINANCES FOR THE VILLAGE OF MOUNT PLEASANT RELATING TO FEES

The Village Board of the Village of Mount Pleasant, Racine County, Wisconsin, ordains as follows:

1. That Chapter 30-1 of the Code of Ordinances for the Village of Mount Pleasant, relating to development fees, is hereby amended as set forth in Attachment A.
2. That Chapter 90-45 of the Code of Ordinances for the Village of Mount Pleasant, relating to fees, is hereby amended as set forth in Attachment B.
3. That this ordinance shall take effect upon adoption and publication as provided by law.

Adopted this 10th day of December 2018.

VILLAGE OF MOUNT PLEASANT

By: _____
David DeGroot
Village President

Attest: _____
Stephanie Kohlhagen
Village Clerk/Treasurer



SEC. 30-1 Development Fees

A) Generally:

- (1) The Village shall charge such fees, permits and charges as are authorized by a resolution adopted by the Village Board, except for impact fees (as provided in Article II Sec. 30-51 to Sec 30-61) and room tax for hotels and motels (as provided in Chapter 2, Article VI Sec 2-301 to 2-400).
- (2) Board Approval of Fees. The Village Board may review and approve the fees, permits, charges and other taxes specified herein as part of the annual budget adoption or at such other time as it determines and make changes to the schedule of fees.
- (3) There shall be maintained in the office of the village clerk a schedule of all fees, permits and charges, as authorized by resolution of the Village Board.
- (4) Review of Fees. The Village Administrator or The Village Finance Director shall at least every two (2) years, prepare reports regarding the adequacy of the fees, charges, and permits contained in this section.

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F) COMMUNITY DEVELOPMENT & PLANNING FEES, PERMITS AND CHARGES.

- a. The permits for which a fee are required are:
 - i. Certificate of Occupancy
 - ii. Commercial Tenant Operation Permit
 - iii. Residential Home Occupation Permit
 - iv. Conditional Use Permit
 - v. Sign Permit.
- b. A fee shall also be required for:
 - i. A zoning text or map amendment
 - ii. Zoning appeal or variance
 - iii. Site plan review (to include any type of plan review)
 - iv. Certified survey map
 - v. Zoning information letter request
 - vi. Comprehensive plan amendment
 - vii. Development Agreements
 - viii. Subdivision Plats
 - ix. Planned Developments



Sec 90-45 Fees

All persons, firms, or corporations performing work which by this Chapter requires the issuance of a permit shall pay a fee for such permit to the village to help defray the cost of administration, investigation, advertising, and processing of permits and variances. Fees will also apply to other services requested of the Community Development department to help defray the costs associated with those services. The fees shall be set forth in Section 30-1 (e) of the Municipal Code of the Village of Mount Pleasant, as amended from time to time.



Resolution 83-2018

A RESOLUTION ESTABLISHING VARIOUS FEES, PERMITS AND CHARGES CHARGED BY THE VILLAGE OF MOUNT PLEASANT COMMUNITY DEVELOPMENT & PLANNING DEPARTMENT

THE VILLAGE BOARD OF THE VILLAGE OF MOUNT PLEASANT, RACINE COUNTY, WISCONSIN, DOES RESOLVE AS FOLLOWS:

WHEREAS, Pursuant to the Mount Pleasant Code of Ordinances: Chapter 30 Section 1(A), the Mount Pleasant Village Board shall charge such fees, permits, and charges as adopted by resolution,

WHEREAS, the Community Development & Planning Department has determined the fee schedule has not been updated in over 10 years,

WHEREAS, certain permits and requests of the Community Development & Planning Department incur additional administrative costs and staff time and those costs have increased in the past 10 years,

NOW THEREFORE, BE IT RESOLVED that the Village Board of Mount Pleasant does hereby approve the new fee schedule for the Community Development & Planning Department as set forth in attachment A.

BE IT FURTHER RESOLVED that the schedule of fees, permits and charges may be amended from time to time by resolution of the Village Board, and that the Village Administrator or Finance Director shall review said schedule at least every two years.

Introduced, passed, and adopted by majority vote at a regular meeting of the Village Board this 10th day of December, 2018.

David DeGroot
Village President

ATTEST:

Stephanie Kohlhagen
Village Clerk

**Resolution 83-2018 Attachment A
Community Development & Planning 2019 Fee Schedule**

TYPE OF REVIEW	DEC 31 2018 FEE	JAN 01 2019 FEE
SITE PLAN (NEW)	\$650 & \$0.02 /sq ft buildings over 30,000	\$1000 & \$0.03 /sq ft buildings over 30,000
SITE PLAN (MAJOR UPDATE/PRELIM)		\$500
SITE PLAN (MINOR, STAFF APPROVAL)		\$250
SIGN PERMIT	\$125 (new)	\$200 150 + S.F.
		\$150 76-149 S.F.
		\$100 < 75 S.F.
	\$100 Amend/face change	\$50 Amend/face change
		\$50 Electronic
		\$250 Plan Commission Review
	\$50 Temp	\$0 Temp
CONDITIONAL USE	\$750	\$750
REZONE	\$750	\$750
COMMERCIAL TENANT OPERATION PERMIT	\$650 (white box)	\$650
	\$50 (change in tenant)	\$50
CERTIFIED SURVEY MAP (CSM)	\$350	\$500
VARIANCE	\$125	\$500
AFTER-FACT VARIANCE		\$1000
ADMINISTRATIVE APPEAL		\$500
ZONING REQUEST	\$25	\$65
RESIDENTIAL BUSINESS/HOME OCCUPATION	\$50	\$50
PRELIMINARY SUBDIVISION PLAT	\$1,000 + \$100/lot	\$1250 + \$100 lot
FINAL SUBDIVISION PLAT	\$500 + \$25/lot	\$750 + \$25lot
PLANNED DEVELOPMENT NEW	\$750	\$2000
PD MAJOR AMEND		\$750
PD MINOR AMEND		\$250
NEW DEVELOPMENT AGREEMENT	\$3000	\$3000 Held in security + \$250 staff review costs
AMENDED DEV AGREEMENT		\$250
COMP PLAN AMENDMENT		\$750

Type of Review	MT PLEASANT	AVG	% from MP	NEW FEE	2017 #	2017 Rev	2017 New	2018 #	2018 rev	2018 New
Site Plan (New)	\$650.00	\$ 954	147%	1000	17	\$ 21,086	\$ 32,054	18	\$ 17,939	\$ 27,359
Site Plan (major update/prelim)				500						
Landscaping Plan										
Lighting Plan										
Stormwater Plan										
Minor Stormwater Paln										
Site Plan (minor, staff approval)				250	2	\$ -	\$ 500	2	\$ -	\$ 500
Sign Permit	125 (new)	\$ 158	126%	200	6	\$ 750	\$ 1,200	2	\$ 250	\$ 400
	100 (amend)			150	10	\$ 1,250	\$ 1,500	9	\$ 1,125	\$ 1,350
	50 (temp)			100	38	\$ 4,750	\$ 3,800	48	\$ 6,000	\$ 4,800
				50	29	\$ 2,900	\$ 1,450	22	\$ 2,200	\$ 1,100
				50	1	\$ -	\$ 50	7	\$ -	\$ 350
				250	0	\$ -	\$ -	3	\$ -	\$ 750
				0	26	\$ 1,300	\$ -	12	\$ 600	\$ -
					69	\$ 11,300	\$ 8,000	53	\$ 10,375	\$ 8,750
Conditional Use	\$750.00	\$ 747	100%	750	7	\$ 5,250	\$ 5,250	1	\$ 750	\$ 750
Rezone	\$750.00	\$ 801	107%	750	12	\$ 7,500	\$ 7,500	20	\$ 13,500	\$ 13,500
Commercial Tenant Operation Permit (zoning compliance)	650 (white box)									
	50 (change in tenant)									
Preliminary Survey Map										
Certified Survey Map (CSM)	\$350.00	\$ 513	147%	500	8	\$ 2,800	\$ 4,000	11	\$ 3,850	\$ 5,500
Variance	\$125.00	\$ 296	237%	500	5	\$ 625	\$ 2,500	9	\$ 1,125	\$ 4,500
Administrative Appeal										
Zoning Request	\$25.00	\$ 87	349%	65	12	\$ 300	\$ 780	10	\$ 250	\$ 650
Residential Business/Home Occupation	\$50.00									
Preliminary Subdivision Plat	\$1,000.00	\$ 1,463	146%	1250	0			0		
Final Subdivision Plat	\$500.00			750	1	\$ 700	\$ 925	1	\$ 800	\$ 1,050
Temporary Use or Use Approval										
Commercial Communications Structures										
Planned Development New	750	\$ 2,056	274%	2000	0			0		
Planned Development Major Amend				750						
Planned Development Minor Amend				250						
New Development Agreement	3000			3000						
Amended Development Agreement										
Fence	1	\$ 51	5086%							
Driveway										
Comp Plan Amendment				750						
Official Map Amendment										
Vacation of ROW										
Zoning Text Amendment										
Plan Commission Consultation										
						\$ 60,511	\$ 69,509		\$ 58,764	\$ 71,309

