

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Public Hearing and Ordinance for Update to Neighborhood Development Services Fee Schedule for Land Use Development Review</b>
<b>Staff Contact(s):</b>	Matthew Alfele, City Planner
<b>Presenter:</b>	<b>Matthew Alfele, City Planner</b>
<b>Date of Proposed Action:</b>	February 17, 2026

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### Issue

As part of the Department of Neighborhood Development Services' ("NDS") ongoing commitment to improving the Development Review process, a series of Development Code Amendments and policy changes—related to the Development Review Procedures Manual—will take effect in the near future. NDS Staff anticipates implementing these updates by the end of March. To support these improvements, revisions to the City's Development Fee Schedule are required.

### Background / Rule

Pursuant to state regulations, NDS Staff requests that City Council hold a Public Hearing to update the Fee Schedule for the City NDS Department and the City Public Works Department. The proposed changes include:

-Under Water Protection (Chapter 10) and Streets & Sidewalks (Chapter 28) replace the heading of NDS with **Department of Public Works**.

-Add (**Chapter 34**) behind Subdivision title

-Under Subdivision add the following Fee types:

- Sublot Plat Approval: Preliminary and/or Final — \$100 per Lot
- Easement Plat Approval: Final — \$500

-Under Subdivision, edit the following Fee types:

- 36 Subdivision Plat/~~Easement~~-Plat Approval: Preliminary
- 37 Subdivision Plat/~~Easement~~-Plat Approval: Final
- 38 Amendment of Approved Unrecorded Subdivision Plat/~~Easement~~ Plat/**Sublot Plat**

-Under Zoning (Chapter 34) add the following Fee types:

- Development Plan Review — \$400
- Final Site Plan Major Review — \$1,800
- Final Site Plan Minor Review — \$800
- Traffic Demand Management (TDM) Plan Review — \$200

-Under Zoning (Chapter 34), edit the following Fee types:

- 55 Minor Revision to an approved Development Pla or Final Site Plan (\$100 Minor Development Plan) (\$500 Major Development Plan) (**\$200 Development Plan**) (**\$900 Final Site Plan Major**) (**\$400 Final Site Plan Minor**)

-Under Zoning (Chapter 34), remove the following Fee types:

- 50 Development Plan Review – Minor
- 51 Development Plan Review – Major
- 52 Final Site Plan

### **Analysis**

The proposed revisions to the Development Fee Schedule are intended to align with upcoming changes to the Development Review process and ensure consistency with the updated Development Code. These changes introduce new fees for Sublot applications and Traffic Demand Management (TDM) plan reviews, which are required under certain circumstances. Additionally, the categorization of Development Plans will be simplified; rather than distinguishing between Major and Minor Development Plans, there will be a single Development Plan type reviewed entirely within NDS for Zoning compliance.

Final Site Plans, however, will be divided into Major and Minor categories to provide flexibility based on project scale and to reflect the requirements outlined in Section 34-5.2.9 of the Development Code. The revisions also include minor terminology updates to clarify which Departments and divisions are responsible for administering specific Applications. Collectively, these changes are designed to improve efficiency, enhance clarity for Applicants, and better align fees with the level of review required.

### **Financial Impact**

The updated Fee Schedule will generate additional revenue to offset the costs associated with Development Review and related Applications.

### **Recommendation**

NDS Staff recommends City Council adopt the attached Ordinance amending the City's NDS and Public Works Fee Schedule.

### **Recommended Motion (if Applicable)**

"I move to adopt the attached Ordinance amending the City's NDS Department and City's Public Works Fee Schedule as presented."

### **Attachments**

1. Ordinance