City of Stoughton, 381 E Main Street, Stoughton WI 53589

RESOLUTION OF THE COMMON COUNCIL

Authorizing and directing the proper City official(s) to Amend the Planning Department Fee Schedule Effective March 1, 2018, and providing for future inflation-based adjustments to the Fee Schedule

Committee Action:	Planning Commission approved 6–0 with Mayor voting in Feb. 12, 2018
Fiscal Impact:	Unknown

File Number:	R -39- 2018	**Date Introduced:**	February 27, 2018

WHEREAS, City of Stoughton officials desire to amend the fee schedule used by the Department of Planning & Development; and

WHEREAS, the primary purpose of the amendment is to double fees for projects that begin without a permit or city approval and to amend other fees; and

WHEREAS, the Common Council has determined that it is appropriate to amend the fee schedule as presented; and

WHEREAS, the Common Council finds that the amendments found in Exhibit A are fair, reasonable and necessary.

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Stoughton as follows:

1. The amended Planning & Development Fee Schedule attached as Exhibit A is be adopted with an effective date of March 1, 2018.

2. The City Planning Director is directed to adjust the fee amounts in January each year to reflect increases in the Consumer Price Index for All Urban Consumers, for the Midwest Region, class size D (the "CPI-U") published by the United States Department of Labor on its website at http://www.bls.gov/cpi, subject to the following additional requirements:

    a. Where a fee is expressed as a fixed dollar amount, the fee will be increased in $5.00 increments. For example, if in a given year an increase of $7.00 is justified based on an increase in the CPI-U, then the fee will increase $5.00 in that year. Under this example, the next $5.00 increase would occur when a $3.00 increase is justified based on an increase in the CPI-U, because an increase of $2.00 would be carried forward until the next $5.00 increment is reached.

    b. Where a fee is calculated based on a number of units (such as $0.15 per square foot), then the fee will be increased in one cent increments, with each increase being rounded up to

the next whole cent. For example, if in a given year an increase of $0.012 is justified based on an increase in the CPI-U, then the fee will increase 0.02 that year.

c. Adjustments will be effective on the first day of the month following the publication of the CPI-U by the United States Department of Labor beginning in 2019. By way of example only, the first adjustment would be effective on February 1, 2019, following publication of the CPI-U on or about January 15, 2019.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Donna Olson, Mayor Date

Council Action: _____ ☐ **Override** **Vote** _____

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CITY OF STOUGHTON
DEPARTMENT OF
PLANNING & DEVELOPMENT
381 East Main Street, Stoughton, WI. 53589

(608) 873-6619 www.ci.stoughton.wi.us

RODNEY J. SCHEEL
DIRECTOR

Date: January 11, 2018

To: Planning Commissioners and Common Council

From: Rodney J. Scheel
Director of Planning & Development

Michael P. Stacey
Zoning Administrator/Assistant Planner

Subject: Agenda Item for the February 12, 2018 Planning Commission Meeting and February 27, 20118 Common Council Meeting

Request to amend the Department of Planning & Development Fee Schedule.
As requested by the Planning Commission, we are providing proposed amendments to the Department of Planning & Development Fee Schedule. The request was prompted due to the number of construction projects that have started without a permit and/or Planning Commission approval. The recommendation is to double permit fees for projects that have begun prior to permit issuance and/or Planning Commission approval. There are some other minor changes to the schedule also. A resolution is provided and a recommendation to Council is necessary.

Exhibit A
CITY OF STOUGHTON
PLANNING & DEVELOPMENT FEE SCHEDULE

Effective on March 1, 2018

A permit is required for all construction projects (Building, Plumbing, Electrical & HVAC) prior to commencing work even where a fee is not required. A zoning permit is required for new structures, additions and other exterior structures such as sheds and fencing. Include labor when providing construction costs. All fees are non-refundable. Fees will be doubled for failure to obtain a permit and/or city approval prior to construction activities. Additionally, a citation may be issued for failure to obtain a permit and/or city approval prior to construction activities.

RESIDENTIAL BUILDING PERMITS (1 & 2 FAMILY)

1. **NEW STRUCTURE:**

Plan Review and Inspections:	$.15 per sq. ft. for all areas. $75 min.
DILHR Insignia	$40
Occupancy Permit	$40
Erosion Control:	$130 (For land disturbing activities of 1 acre or less)

2. **ADDITIONS, including decks:**

Plan Review and Inspections:	$.15 per sq. ft. for all areas. $75 min.
Erosion Control:	$40 (For land disturbing activities of 1 acre or less)

3. **REMODEL & REPAIR:**

Plan Review and Inspection:	$8 per $1000 in cost. $75 min.
(No fee if cost is under $500)	Kitchens: Max. $100

4. **OTHER**: $40 individually.
   Reroofing; Residing, Window and Exterior Door Replacement.
   (No fee if cost including labor is under $500)

5. **NO PERMIT OR FEE REQUIRED:**
   Storm Windows; Storm Doors; Overhead Garage Doors and Gutters/Downspouts.

~~6. **EARLY START PERMIT:** $130~~
~~Site and erosion control plan is required prior to excavation.~~

7. **RAZING & MOVING STRUCTURES:** $75 min.
   A WDNR permit may also be required for razings.

COMMERCIAL BUILDING PERMITS

1. **NEW STRUCTURES:**

Plan Review and Inspections:	$.15 per sq. ft. all areas. Min. $345
Erosion Control:	$165 (For land disturbing activities less than 4,000 sq. ft.)
Zoning Review and Inspections:	$455

2. **ADDITIONS:**

Plan Review and Inspections:	$.15 per sq. ft. for addition. Min $345
Erosion Control:	$85 (For land disturbing activity less than 4,000 sq. ft.)
Zoning Review and Inspections:	$325

3. **REMODEL & REPAIR:**
   Plan Review and Inspections: $8 per $1000 in cost. Min. $85
   (No fee if cost including labor is under $500)

4. **EARLY START PERMIT:** $165
   Site and erosion control plans must be submitted and approved by the City, including providing Department of Commerce early start letter prior to excavation.

5. **RAZING & MOVING STRUCTURES:** $100
   A permit from the WDNR is also necessary for razing's.

6. **SIGNS:** $75 per application
   (Commercial Electric permit is required if necessary)

7. **OTHER:** $50, individually.
   Reroofing; Residing, Window and Exterior Door Replacement:
   (No fee if cost including labor is under $500)

8. **NO PERMIT OR FEE REQUIRED:**
   Storm windows; storm doors; garage doors; and gutters/downspouts.

COMMERCIAL & RESIDENTIAL

PLUMBING PERMITS

RESIDENTIAL:

NEW STRUCTURES/ADDITIONS:	$.05 per sq. ft. all areas. Min. $~~40~~ **50**
REMODEL/REPAIR/MISCELLANEOUS:	$50
	(No fee if cost including labor is under $500)
SPRINKLER/ALARM FEE:	$185 plus $.01 per sq. ft.

COMMERCIAL:

NEW STRUCTURES/ADDITIONS: $.06 per sq. ft. all areas. Min. $85
REMODEL/REPAIR/MISCELLANEOUS: $85
SPRINKLER/ALARM FEE: $185 plus $.01 per sq. ft.

ELECTRICAL PERMITS

RESIDENTIAL:

NEW STRUCTURES/ADDITIONS: $.05 per sq. ft. all areas. Min. ~~$40~~ **50**
REWIRE/REMODEL/MISCELLANEOUS: $50
(No fee if cost including labor is under $500)

COMMERCIAL:

NEW STRUCTURES/ADDITIONS: $.10 per sq. ft. all areas. Min. $85
REWIRE/REMODEL/MISCELLANEOUS: $150

HVAC PERMITS

RESIDENTIAL:

NEW STRUCTURES/ADDITIONS: $.05 per sq. ft. all areas. Min $50
REMODEL/REPLACEMENT/MISCELLANEOUS: $50
(No fee if cost including labor is under $500)

COMMERCIAL:

NEW STRUCTURES/ADDITIONS: $.06 per sq. ft. all areas. Min $85
REMODEL/REPLACEMENT/MISCELLANEOUS: $85

ZONING APPLICATIONS

VARIANCES/APPEALS: $405

CONDITIONAL USE: $405 plus $40 - document recording fee.

REZONING: $405

PLANNING COMMISSION SITE PLAN OR SPECIFIC IMPLEMENTATION PLAN REVIEW FEE: $200

RESIDENTIAL ZONING REVIEW FEE: $50

A zoning review is required for: Sheds; Fencing; Pools; Detached Garages; New Residential Homes; Any Accessory Structure and any Additions including decks.

COMMERCIAL ZONING REVIEW FEE: $85

A zoning review is required for: Small storage sheds, fencing and temporary uses

CSM AND PLATS

CERTIFIED SURVEY MAP: $160 & $40/ Lot*

PRELIMINARY PLAT FEE: $415 & $40/ Lot *

FINAL PLAT FEE: $250 & $40/ Lot *

*plus reimbursement of any additional costs incurred over the permit fee.

STORMWATER MANAGEMENT AND EROSION CONTROL

STORMWATER MANAGEMENT FEES:

$405 plus $.015 per sq. ft. of impervious area and $.015 per sq. ft. of redeveloped impervious area.

* Any additional cost incurred over the permit fee amount will be billed to the property owner and/or responsible party.

EROSION CONTROL:

$200 plus $.006 per sq. ft. of disturbed area. (For commercial; industrial and multi-family residential land disturbing activities of 4,000 sq. ft. and greater and disturbed areas >1 acre for one and two family residential)

* Any additional cost incurred over the permit fee amount will be billed to the property owner and/or responsible party.

MISCELLANEOUS:

COMMUNICATION TOWER/STRUCTURE:

A conditional use permit (CUP) is required plus total cost of professional review if deemed necessary for any new communication tower or structure.

DRIVEWAYS: $30

PUBLIC SIDEWALKS: No Fee

ADDITIONAL INFORMATION:

Additional information can be found at www.cityofstoughton.com/planning . There are links to applications; information pamphlets; zoning map; Access Dane and the comprehensive plan. All fees are non-refundable.

CONTACTS:

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Hanna questioned the number of historic districts in the city. Scheel stated there are 4 residential and 1 commercial historic districts.

Scheel and Attorney Matt Dregne gave an overview of staff comments and questions.

The commission is in favor of guidelines for conforming buildings within the Downtown Design Overlay Zoning District (DDOZD).

The group had a lengthy discussion regarding the content of the proposed new section 78-517 requirements including demolitions summarized as follows:

- The commission needs time to review the design guidelines;
- The design guidelines will likely need to be modified;
- Some believe the landmarks commission should be involved;
- Need to determine what standards should apply to non-conforming buildings;
- The conforming buildings should be the ones that are contributing to the historic district;
- Barman plans to look into the definition of "repair";
- Matt Dregne plans to look into defining "economically viable use".

The commission will continue the review next month.

14. Proposed Department of Planning & Development Fee Schedule amendment.
Scheel explained the request.

Motion by **Truehl** to recommend the Common Council approve the resolution as presented, 2nd by **Engelberger**. Motion carried 6 - 0.

15. Future agenda items.
Zoning code updates.

16. Adjournment.
Motion by **Hanna** to adjourn at 9:45 pm, 2nd by **Bartlett**. Motion carried 6 – 0.

Respectfully Submitted,

Michael Stacey