

MARSHALLTOWN

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FROM: Michelle Spohnheimer, Housing & Community Development Director

DATE: June 10, 2021 Meeting

RE: Housing & Community Development Department – Proposed Fees

Policy Issue: The Housing & Community Development Department is responsible for Planning & Zoning, Building Inspections, Rental Housing Inspections, Code Enforcement, Section 8 Housing, Lead Based Paint Program and other grants.

Background: Staff reviews the existing fees on an annual basis to ensure the time and resources used is in line with the fee collected.

Recommendation: Staff is recommending the following changes/additions.

- Housing – Zoning – **Sign Permit Fee** – The current base rate is \$25. Staff is proposing an increase to **\$50** to account for the time required in processing a basic permit.
- Housing – Zoning – **Planned Unit Development Amendment (required hearings)** – This is technically an existing fee which we are proposing a split between amendments requiring hearing and those that do not. The current fee is \$200 and that will remain for amendments which do not require hearings. The new fee is for amendments which do require hearings. The proposed fee is **\$500** which is the same as a rezoning.
- Housing – Code Enforcement – **Vacant Property Code Registration Fee** – This is a new ordinance and we need to establish the associated fees. Staff is proposing that the annual registration fee is **\$100**.
- Housing – Code Enforcement – **Vacant Property Code Uninsured Property Fee** – This is a new ordinance and we need to establish the associated fees. Staff is proposing that the uninsured property fee is **\$3,000**.

Budget Impact: These are new fees based on the Zoning Ordinance and newly adopted Vacant Property Code so they should result in increased revenue.

Attachment: None

If you have questions please do not hesitate to contact me at 641-754-5756 or e-mail me at mospohnheimer@marshalltown-ia.gov.