TO: Mayor Shaun Sipma  
Members of the City Council

FROM: Brian Billingsley, AICP, Community & Economic Development Director

DATE: December 1, 2021

SUBJECT: RESOLUTION UPDATING AND ADOPTING PLANNING FEES

I. RECOMMENDED ACTION

1. Approve a resolution to adjust the fees for planning services, create new fees, and eliminate review fees.

II. DEPARTMENT CONTACT PERSONS

John Van Dyke, Principal Planner – 857-4108  
Brian Billingsley, Community & Economic Development Director – 857-4147

III. DESCRIPTION

1. Background  
The current fees for Community Development Department – Planning Division do not adequately collect the revenue necessary to pay the operational expenses of the Planning Division. Application fees have not changed since circa 2014.

2. Proposed Project  
Staff used comparisons from other cities in North Dakota to determine if an increase to fees related to planning services is necessary.

3. Consultant Selection  
N/A

IV. IMPACT:

1. Strategic Impact:  
The data collected is from similarly populated jurisdictions. Based on this information, it is vital that the City of Minot adjusts our fees in order to maintain a standard of service for planning services.
2. **Service/Delivery Impact:**
   Planning service fees do not cover the full amount to fund the planning budget. In FY 2022, we estimate planning fees will cover approximately 5% of the Planning Division’s budget. It is our goal to raise the amount to reduce our dependency on property taxes.

3. **Fiscal Impact:**
   Not approving this adjustment in fees would cause the Planning Department to continue its dependency on property tax revenues to subsidize a substantial percentage of its operating costs.

V. **ALTERNATIVES**

   1. Council may adjust the fees, higher or lower.
   2. Council can reject the resolution and continue using the fees that were previously adopted.

VI. **TIME CONSTRAINTS**

   With City Council approval, these changes will take effect on January 1, 2022. The City Council should adopt the fees by their meeting on December 20, 2021 so they can take effect on the first day of next year.

VII. **LIST OF ATTACHMENTS**

   1. Resolution.
   2. Spreadsheet Benchmarking Fees.