


COUNCIL COMMUNICATION

	Number:	25-433	Meeting:	November 17, 2025
	Agenda Item:	31	Roll Call:	25-1547
	Submitted by:	Cody Christensen, Development Services Director		

AGENDA HEADING

Amendments to Schedule of Fees for application fees collected by the City's Development Services Department.

SYNOPSIS:

The Development Services Department is proposing updates to the City's Schedule of Fees that would ensure fees collected by the Development Services Department will better cover the costs of services provided by the Development Services Department.

FISCAL IMPACT:

Amount: Application fee increases are estimated to increase the Development Services Department's revenue by approximately three percent (3%).

Funding Source: Application Fees charged for services provided by the Development Services Department.

ADDITIONAL INFORMATION:

- Planning and Urban Design Processes: The proposed updates to the Schedule of Fees would increase the application fees collected for planning and zoning processes by approximately three percent (3%). The proposed updates also simplify the application fees charged for Site Plans, Site Plans Amendments, and Legacy Planned Unit Development District amendments.
- Permit and Development Processes: The proposed updates to the Schedule of Fees would increase the application fees collected for permit and development processes by approximately three percent (3%). The proposed updates also establish a building permit fee for new construction of an accessory structure with living quarters.

PREVIOUS COUNCIL ACTION(S):

Date: December 23, 2024

Roll Call Number: [24-1738](#)

Action: [Amendments](#) to Schedule of Fees for fees collected by the City's Development Services Department. ([Council Communication No. 24-534](#)) Moved by Mandelbaum to adopt. Second by Gatto. Motion Carried 7-0.

Date: December 4, 2023

Roll Call Number: [23-1695](#)

Action: [Amendments](#) to Schedule of Fees for fees collected by the City's Development Services Department. ([Council Communication No. 23-544](#)) Moved by Gatto to adopt. Second by Voss. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

- Annual evaluation of permit fees.

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Hall, 400 Robert D Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to cityclerk@dmgov.org.