



City Council Communication

AGENDA DATE: November 3, 2025 **LEGISTAR ITEM #:** 2025-159

PRESENTER: Heather Vidlock
Development

DEPARTMENT: Community

☐ Ordinance	☒ Resolution	☐ Public Hearing
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REQUEST

City staff and its consultant, Kendig Keast Collaborative (KKC), recently completed the work of updating and rewriting the Land Development Code (LDC), which contains the zoning and subdivision regulations for the City, and is now moving forward with Council adoption. City Council voted unanimously for approval at first reading on October 6th, 2025.

An important step that must occur concurrently with the adoption process is ensuring that the city's customer portal for permitting, "eTRAKiT," is updated to begin processing applications under the new code. This includes new application types introduced in the 2025 Land Development Code that do not exist in the current 2009 code. As part of this effort, new fees for the new application types need to be established, which are being presented to Council through this resolution.

Staff requests approval of Resolution 25-159, revising the Directory of Fees and Charges to accommodate the new process types.

BACKGROUND

Proposed updates to section five of the Directory of City Fees and Charges includes new application types and the corresponding fees associated with them. These updates are outlined in greater detail in Exhibit A. The newly established application types include the following:

- Overall Development Plan
- Minor Modification to an Overall Development Plan
- Limited Use Permit
- Preliminary Plat

CITY COUNCIL COMMUNICATION CONTINUED

- Zoning Construction Permit
- Minor Plat
- Replat
- Minor Site Development Plan
- Vacation of Easements

The new fees are based on the cost of existing application types that require a comparable amount of staff time and resources to process.

In addition, the fee schedule was updated to reflect revised application names carried over from the 2009 Land Development Code as part of the code update. In these cases, only the application names were added – no changes were made to the associated fees. The fee directory has also been updated to better organize the fees by grouping them according to their respective review bodies and procedures.

Lastly, the fee for one existing process, the Pre-Application Meeting, has been reduced. This adjustment is intended to better align costs with those of peer cities, and to encourage proactive discussions and early coordination between staff and applicants.

Next year, staff plans to review all the section five fees more comprehensively and recommend potential changes.

JUSTIFICATION

☐ Council Goal	☐ Strategic Plan	☒ Work Plan	☐ Legal
Citation	The adoption of the Directory of City Fees and Charges ensures that appropriate fees are in place for the new application types introduced through the Land Development Code Update, allowing them to be processed efficiently.		

BOARDS & COMMISSIONS ASSIGNED

Board or Commission	N/A
Recommendation	N/A

CITY COUNCIL COMMUNICATION CONTINUED

Date of Recommendation	N/A
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AVAILABLE ACTIONS

- Available Action #1 Approve Resolution 2025-159 to amend and update Section 5 of the Directory of City Fees and Charges as drafted.
- Available Action #2 Approve Resolution 2025-159 with revisions to Section 5 of the Directory of City Fees.
- Available Action #3 Continue Resolution 2025-159 to a date certain and direct staff to provide additional information.
- Available Action #4 Do not adopt Resolution 2025-159 to amend Section 5 of the Directory of City Fees and Charges.

STAFF RECOMMENDATION

Staff recommends Available Action #1 to adopt Resolution 2025-159 to amend and update section five of the Directory of City Fees and Charges as drafted.