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MEMORANDUM

TO: Mike Johnson, AICP - City of Hudson
 FROM: Brad Hentschel, AICP - SEH
 DATE: November 21, 2017
 RE: Planning Review Fees
 SEH No. HUDSO 14.00

The Community Development Department is in the midst of updating their Fee Schedule for 2018.

Communities for Comparison

We have reviewed the City's current fees, as well as 17 communities in Wisconsin and in Washington County, Minnesota that are roughly similar in population to Hudson, as well as having relatively high anticipated population growth rate projections from 2010 to 2040.

Place Type and Name	County Name	State Name	2010 Census	2040 Projection	Growth Rate
C Evansville	Rock	Wisconsin	5,012	7,105	41.8%
V Slinger	Washington	Wisconsin	5,068	7,330	44.6%
C St Paul Park	Washington	Minnesota	5,273	7,900	49.8%
V Hobart	Brown	Wisconsin	6,182	12,480	101.9%
V Cottage Grove	Dane	Wisconsin	6,192	9,470	52.9%
V Jackson	Washington	Wisconsin	6,753	9,710	43.8%
C New Richmond	Saint Croix	Wisconsin	8,375	12,130	44.8%
V Holmen	La Crosse	Wisconsin	9,005	13,400	48.8%
C Verona	Dane	Wisconsin	10,619	16,850	58.7%
V Suamico	Brown	Wisconsin	11,346	17,290	52.4%
V Waunakee	Dane	Wisconsin	12,097	17,530	44.9%
C Hudson	Saint Croix	Wisconsin	12,719	20,780	63.4%
C Pewaukee	Waukesha	Wisconsin	13,195	19,010	44.1%
V Bellevue	Brown	Wisconsin	14,570	20,780	42.6%
V Howard	In Multiple Counties	Wisconsin	17,399	29,370	68.8%
C Forest Lake	Washington	Minnesota	18,377	28,900	57.3%
V Pleasant Prairie	Kenosha	Wisconsin	19,719	28,700	45.5%
C Sun Prairie	Dane	Wisconsin	29,364	45,580	55.2%

Source: Population Projections from Wisconsin Department of Administration and Metropolitan Council

Fee information that was readily available for these communities was collected and used to determine the high, low and average cost for a number of common fees. The attached summary table includes the general information that was collected. Additional information on the findings is included in the remainder of this summary. In many cases, information in the summary table has been generalized to easily compare across communities. In many cases communities will also include an escrow payment or will charge for staff or consultant time and

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materials. This did not seem to relate with higher or lower fees across communities, and was not factored into the comparisons.

Certified Survey Map (CSM) Fees

There were two general fee structures for CSM's. Some communities had a flat fee, while others charged a base fee plus an additional fee per lot. The average flat fee was \$145 for the communities that were examined. For communities with a per-lot fee, the average base fee was \$175 with an additional average fee of \$45 per lot.

Hudson's current fee is \$50 per lot, plus a \$100 deposit.

Plat Review Fees

The fee structure for plat reviews was the same as those for the CSM's for the communities examined. Average flat fees and base + per lot fees are summarized in the table below:

	Average Flat Fee	Average Base Fee + Per Lot Fee
Conceptual Plat Review	\$363	\$300 + \$50 per lot
Preliminary Plat Review	\$606	\$343 + \$30 per lot
Final Plat Review	\$367	\$296 + \$21 per lot

Hudson's current fee is:

- *Pre-Preliminary (Conceptual) Plat Review: \$25 plus \$2 per lot and \$1,500 Deposit*
- *Preliminary Plat Review: \$50 plus \$4 per lot*
- *Final Plat Review \$15 plus \$1 per lot*

Multifamily/Commercial/Industrial Review Fees

Many of the review fees for multifamily, commercial, and industrial plan reviews assume that these reviews fall under the listed fee for a community's listed general plan review fee. In a few cases, specific fees for these plans were also listed. The average review fees for multifamily, commercial, and industrial plans were, \$245, \$263, and \$263 respectively.

Additional Fees

For a majority of typical zoning/review fees not discussed so far, the communities examined generally charged one flat fee. A summary of the average fee value for typical services is shown in the following table.

Service	Average Fee
Planned Unit Development	\$440
Certificate of Zoning Compliance	\$83
Conditional Use Permit	\$367
Rezoning Request	\$372
ZBA Hearing/Filing	\$260
Annexation	\$237
Demolition Permit (Primary)	\$94
Demolition Permit (Accessory)	\$46

Communities in close proximity tend to have much higher permit rates – including River Falls and St. Croix County. To stay in line with current rates and to be consistent with communities of similar size, growth projections,

and geographic locations, while still factoring in increasing costs of staff and professional services, the following are recommended fees for planning and zoning related reviews:

Fee	Current Fee	Recommendation
CSM	\$50 per lot + \$100 Deposit	\$200 + \$100/lot
Pre-Preliminary Plat Review	\$25 + \$2/lot & \$1,500 Deposit	\$500
Preliminary Plat Review	\$50 + \$4/lot	\$750 + \$50/lot
Final Plat Review	\$15 + \$1/lot	\$750 + \$50/lot
Planned Development	\$200 + \$2,000 Deposit	\$2,200
Multi-Family Res. Dev. Plan	\$200 + \$2,000 Deposit	\$1,250
Commercial Plan Review	\$200 + \$2,000 Deposit	\$1,250
Industrial Plan Review	\$200 + \$2,000 Deposit	\$1,250
Downtown Overlay Review	\$200 + \$2,000 Deposit	\$1,250
Certificate of Zoning Compliance	\$200 + \$200 Deposit	\$200
CUP	\$200 + \$200 Deposit	\$400
Rezoning Request	\$200 + \$250 Deposit	\$500
Annexation	\$1,000 + \$5,000 Deposit	\$3,000
Demo Permit	\$60	\$100
*Variance Request	N/A	\$300
/Sign Review	N/A \$30/SESSION	\$25

*Constitutes a new fee.

All other fees do not have recommended changes. The proposed changes primarily remove the deposit requirements, and better reflect the staff time necessary to perform intake of applications, meeting with applicants, review the documents submitted, prepare summary briefs for the appropriate board or committee, and attend and present the information deemed necessary to the appropriate board or committee.

rbh

	CSM		Conceptual Plat Review		Preliminary Plat Review		Final Plat Review		Planned Unit Development Avg. Fee per Review*	Multifamily Plan Review	Commercial Plan Review	Industrial Plan Review	Certificate of Zoning Compliance	CUP	Rezoning Request	ZBA Hearing/Filing	Annexation	Demo Permit	
	Flat Rate	Base + per Lot	Flat Rate	Base + per Lot	Flat Rate	Base + per Lot	Flat Rate	Base + per Lot										Principal	Accessory
C. VERONA (Done by City)		150	100	300	50	350	50	300	25	300				300	400	300	300	300	30
C. SUN PRAIRIE (Done by City)		250	100	150	50	500	30	500	20	250				1000	1000	200	250	50	25
C. FOREST LAKE (MIN)				500		1000		500		1000				400	500				
C. ST PAUL PARK				500		500	30	500		300				225	225				50
V. PLEASANT PRAIRIE	225					825		825		825				250	250				50
V. HOWARD	25						15	75		200				350	350				
V. BELLEVUE	175						20	100		500				400	400				200
C. PEVAUKEE		275	10			750	20	350	10					350	345			100	
V. WALINAKEE		100	25			100	50	150	50					250	250			25	
V. SUAMIGO		100				300		200		125				250	250			25	
C. NEW RICHMOND	200			150			5	250	2		250	250		250	250				
V. JACKSON										250				300	300				
V. COTTAGE GROVE		100	25				50	350	30	500				350	250				
V. HOBART		175	10	50			10	175	10	400	150	150		300	500	175		200	50
C. EVANSVILLE	150					300		300		300				300	150				
AVERAGE	145.83	175.00	45.00	300.00	50.00	606.25	342.50	295.43	21.00	440.00	245.00	262.50	262.50	366.07	372.00	260.71	237.50	93.57	46.25
Low	25	100	10	50	300	300	100	75	2	125	150	150	150	15	225	150	175	150	25
High	225	275	100	825	300	1000	750	825	50	1000	300	300	300	1000	1000	400	300	200	75

*For municipalities with PUD plan review fees that differ between concept, preliminary, and final plans, an average was used for that municipality's fee