



CITY OF WAUKESHA

Administration

201 Delafield Street, Waukesha, WI 53188
Tel: 262.524.3701 fax: 262.524.3899
www.waukesha-wi.gov

Committee: Board of Public Works	Date: 6/21/2018
Common Council Item Number: ID 18-0968	Date: 7/17/2018
Submitted By: Fred Abadi, Director of Public Works & Jennifer Andrews, Director of Community Development	City Administrator Approval: Kevin Lahner, City Administrator
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney
Subject: Review and Act on the City of Waukesha Development Review Fee Schedule	

Details:

A revised fee schedule is being proposed for the review of private development projects. When private development projects are proposed, and developers apply for City approval, review fees are collected by the Community Development and the Engineering Division separately. The updating of review fees is the final step in City's plan for reorganizing and improving the development process which started with the creation of the Development Handbook that was approved by the Common Council on May 1, 2018. The proposed fee schedule (attached) is for the combined fees for the Department of Public Works Engineering Division and the Department of Community Development. Combining the fees in one application will provide a clearer understanding of all applicable fees for the applicant.

Currently, the review fees for the Engineering Division are calculated as a percentage of the cost for City infrastructure and storm water facilities on the project. The current practice is imbalanced, with the large majority of developments not paying any fees (approximately 84% 2017). The fees are currently only being paid by development with public infrastructure or storm water facilities. The review fees for the Community Development Department have not been updated in over 15 years.

In preparing the proposed fee schedule, staff researched fees in other comparable communities. The attached "City of Waukesha Proposed Development Review Fee Schedule" lists the new proposed fees by type of submittal, and the range of fees charged by several comparable communities. The proposed fee schedule better reflects that actual amount of time that staff spends in the review process. For additional comparison, the attached "Sample of Development Projects and Fees from 2017" table shows the fees collected for several private development projects in 2017, and what the new fee would be in 2018 if the new fee schedule were approved.



Options & Alternatives:

1. To not approve the updated development review fee schedule but this will leave a minority of development types paying all the review fees and leave the Community Development fees not being updated for over 15 years.

Financial Remarks:

The new fee system schedule for private development projects will continue to generate at least the same amount of fees as is currently collected. The current Engineering fee schedule only collects fees from new subdivisions, projects with new or replaced infrastructure in the public right of way, and storm water facilities. The new fee schedule will allow for collection of fees from almost all project reviews. Updating the Engineering and Community Development fees will better align the City's fee structure with comparable communities and better reflect the staff costs involved in reviewing development plans.

Executive Recommendation:

Approve the City of Waukesha Development Review Fee Schedule