



City Council Work Session
Tuesday, November 19, 2024 at 6:00 PM
Public Meeting Room

AGENDA

1. Call to Order

2. Items for Discussion

A. Final Review of Cannabis Ordinance

B. 2025 Budget Discussion

1. Public Safety Aid Final Review

2. Planning and Zoning Fee and Escrow Discussion

3. Future Discussion

4. Adjournment

(The Council may meet as a group for dinner)

Please contact the City Administrator's Office if you need special accommodations while attending this meeting.

Para pedir este documento en otro idioma, envíe un correo electrónico y adjunte el documento a accessibility@faribault.org.

Si aad u codsato dukumeentigan oo ku qoran luqad kale, fadlan e-mail u soo dir oo ku soo lifaaq dukumiintiga accessibility@faribault.org.



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM: Heather Slechta, City Clerk
MEETING DATE: November 19, 2024
SUBJECT: Final Review of Cannabis Ordinance

Discussion:

Over the past year, city staff, the city attorney and the Council have been working on an ordinance regulating retail sales of cannabis in the City of Faribault. Attached is a draft ordinance for the Council to review and discuss. Staff will bring this ordinance with any changes to a future Council meeting for review and formal adoption.

Attachments:

1. Draft Faribault Cannabis Registration Ordinance

**CITY OF FARIBAULT
ORDINANCE No. 2024-XXX**

**AN ORDINANCE ESTABLISHING REGULATIONS RELATED TO
CANNABIS AND HEMP BUSINESSES IN THE CITY OF FARIBAULT**

THE CITY OF FARIBAULT ORDAINS that the City Code of Ordinances shall be amended by adding the following language to the City Code as follows:

Section 1. Chapter 14 is amended by adding the following:

ARTICLE XI. – CANNABIS AND HEMP BUSINESSES

Sec. 14-170 Findings and Purpose

The city of Faribault makes the following legislative findings:

The purpose of this ordinance is to protect the public health, safety, welfare in the City by implementing regulations pursuant to Minnesota Statutes, chapter 342 related to cannabis and hemp businesses within the City.

The City finds and concludes that these regulations are appropriate and lawful, that the proposed amendments will promote the community's interest in reasonable stability in the development and redevelopment of the City for now and in the future, and that the regulations are in the public interest and for the public good.

Sec. 14-171 Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this Section 14-171, except where the context clearly indicates a different meaning:

Applicant means an entity with a license or endorsement issued by the OCM that is applying for an initial registration or for registration renewal.

The Act means Minnesota Statutes, Chapter 342, as is may be amended from time to time.

Cannabis Retailer means a business with a cannabis retailer license or cannabis retail endorsement from the OCM.

Retailer means every business that is licensed under the Act and required to register with the City under Minnesota Statutes, section 342.22. Including cannabis businesses and lower-potency hemp edible retailers.

OCM means the Minnesota Office of Cannabis Management.

Potential Licensee means an entity that has not received a license from the OCM and is seeking a pre-license zoning certification.

Sec. 14-171 Certification of Cannabis Businesses License Application

- (a) The City Council is authorized to certify whether a potential licensee complies with the City's zoning ordinances, this Chapter, and if applicable, with state fire code and building code pursuant to Minnesota Statutes, section 342.13.
- (b) Potential licensees are responsible for obtaining all necessary zoning approvals prior to the City receiving the request for certification from the OCM. If a potential licensee fails to obtain necessary zoning approvals prior to the City receiving a request for certification, the City will inform the OCM that the potential licensee does not meet zoning and land use laws.
- (c) If, at the time the City receives a request for zoning certification, there are no further intended alterations to the building where the business is to be conducted, the City will also certify compliance with building and fire code regulations, provided that the potential licensee has obtained inspections prior the City's receipt of a request for certification from the OCM. Building and fire code inspections will be valid for 1 year from completion.

Sec. 14-172 Retail Registration of Cannabis and Hemp Businesses

- (a) *Retail Registration Required.* Before making retail sales to customers or patients, a retailer must register with the City. Making retail sales to customers or patients without an active registration is prohibited.
- (b) *Civil Penalties.* Subject to Minn. Stat. 342.22, subd. 5(e) the city may impose a civil penalty, as specified in the City's Fee Schedule, for making a sale to a customer or patient without a valid registration from the City and a valid license from the OCM.
- (c) *Fee Required.*
 - (1) At the time of initial application, and prior to the City's consideration of any application, each retailer must submit:

- i. An initial registration fee, as established in the City's fee schedule.
 - ii. A renewal fee for the first year, as established in the City's fee schedule.
 - (2) Following the second full year of registration, a renewal fee, as established in the City's fee schedule, must be paid prior to the City issuing any renewal registration.
 - (3) Application fees, initial registration fees and renewal registration fees are nonrefundable.
- (d) *Processing Registrations.*
 - (1) Applications will be processed on a first-come, first-served basis based on the city receiving a complete application and payment of all fees.
 - (2) Once an application is considered complete, the City Clerk shall inform the applicant as such, process the application fees, and forward the application to the Community and Economic Development Department, Police Department, and City Council for approval or denial.
- (e) *Application.* The applicant must submit a registration application or renewal form provided by the City. The form may be amended from time to time by the City Clerk, but must include or be accompanied by:
 - (1) Name of the property owner.
 - (2) Name of the applicant.
 - (3) Address and parcel ID for the property for which the registration is sought.
 - (4) Certification that the applicant complies with the requirements of this Chapter.
 - (5) The fees as described in Section 14-172 (c)
 - (6) Proof of taxes, assessments, utility charges of other financial claims of the city of the state are current.
 - (7) A copy of a valid state license or written notice of OCM license preapproval

- (f) *Preliminary Compliance Check.* The City shall conduct a preliminary compliance check to ensure compliance with this Chapter and any other regulations established pursuant to Minnesota Statutes, section 342.13.
- (g) *Reasons for Denial.* The City shall not issue a registration or renewal if any of the following conditions are true:
 - (1) The applicant has not submitted a complete application.
 - (2) The applicant does not comply with the requirements of this article.
 - (3) The applicant does not comply with applicable zoning and land use regulations.
 - (4) The applicant is found to not comply with the requirements of the Act or this article at a preliminary compliance check.
 - (5) The applicant does not have a valid license from the OCM.
- (h) *Issuing the Registration or Renewal.* The City shall issue the registration or renewal if the retailer meets the requirements of this article, including that none of the reasons for denial in Section 14-172 (g) are true.
- (i) *Nontransferable.* A registration is not transferable.

Sec. 14-173 Registration Enforcement.

- (a) *Generally.* The city of Faribault may suspend a registration under this article on a finding that the registered business has failed to comply with the requirements of this article and any applicable city code requirements related to cannabis and hemp businesses.
- (b) *Notice and Right to Hearing.* Prior to suspending any registration under this article, the City shall provide the registered business with written notice of the alleged violations and inform the registered business of the right to a hearing on the alleged violation.
 - (1) Notice shall be delivered in person or by regular mail to the

address of the registered business and shall inform the registered business of its right to a hearing. The notice will indicate that a response must be submitted within ten business (10) days of receipt of the notice, or the right to a hearing will be waived.

- (2) The registered business will be given an opportunity for a hearing before a city-appointed hearing officer before final action to suspend a registration. Provided, the registered business has submitted a written application for appeal within ten (10) business days after the notice was served. The hearing officer shall give due regard to the frequency and seriousness of the violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to suspend the registration only upon written findings. Within 10 business days of the hearing officer's order, the decision may be appealed to the City Council.
 - (3) If no request for a hearing is received within ten (10) business days following the service of the notice, the matter shall be submitted to the City Council to consider suspension.
 - (4) *Costs.* If the violation is upheld or modified by the hearing officer, the City's actual expenses incurred in holding the hearing up to a maximum of one thousand dollars (\$1,000.00) shall be paid by the person requesting the hearing.
- (c) *Emergency.* If, in the discretion of the City Administrator, a registered business poses an imminent threat to the health or safety of the public, the City may immediately suspend the registration and provide notice of the right to hold a subsequent hearing as prescribed in part (2) of this section.
- (d) *Reinstatement.* The City may reinstate a registration if it determines that the violations have been resolved. The City shall reinstate a registration if the OCM determines the violations have been resolved.

Sec. 14-173 Compliance Checks

The City shall complete a minimum of one compliance check per calendar year of every registered business to assess if the business meets age verification requirements and any applicable cannabis or hemp business regulations adopted by the city.

The City shall conduct at minimum of at least one unannounced age verification compliance check per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the City.

Any failures under this section are a basis for enforcement action and must be reported to the OCM.

Sec. 14-174 Hours of Operation

Cannabis Retailers are prohibited from making retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 1:00am-8:00am Monday-Saturday and from 1:00am-10:00am on Sunday.

Sec. 14-175 Advertising

Signage is subject to the City's sign code, Unified Development Code, Chapter 9, and Minnesota Statutes, section 342.64.

Sec. 14-176 Administration and Enforcement

Any violation of the provisions of this article or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance. Violations may also be subject to Chapter 17, Article V. Administrative Citations.

Violations of this Chapter shall be grounds for enforcement against any business license issued by the City.

Sec. 14-177 Severability

If any section, clause, provision, or portion of this article is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this article shall not be affected thereby

SECTION 2. INTERIM ORDINANCE TERMINATION. Upon the Effective Date of this Ordinance, _____ Interim Ordinance shall automatically terminate.

SECTION 3. This ordinance amendment shall take effect and be in force after its passage and publication in accordance with Section 3.05 of the City Charter.

First Reading:

Second Reading:

Publication Date:

Faribault City Council

Kevin F. Voracek, Mayor

ATTEST:

Jessica L. Kinser, City Administrator



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: November 19, 2024
SUBJECT: Public Safety Aid Final Review

Discussion:

Attached is a revised overview of the Public Safety Aid (PSA) spending by the Police and Fire Departments. The formula error has been corrected, and some items re-estimated to arrive at a final picture. With planned 2025 purchases, there remains a little over \$4,000 to be allocated, which would be anticipated to be used in 2025. Chief Sherwin and Chief Dienst will be available for questions.

Attachments:

1. Public Safety Aid Allocations 11.14 Update

	Balance	Re- Estimated/ Actual	2023 Actual	2024 to date	2025		Department	Program/ Equipment
12/31/2023	1,063,288					PSA Funds Actual Certification		
7/18/2023	975,288	(88,000)	-	88,000		2024 Fire Fighter	Fire	Staffing
7/18/2023	923,267	(52,021)			52,021	2025 Fire Fighter	Fire	Staffing
10/10/2023	876,973	(46,294)		46,294	15,000	Fire Chief Vehicle	Fire	Equipment
8/31/2023	842,818	(34,155)		30,780		New handguns x40	Police	Equipment
8/31/2023	830,549	(12,269)		12,269		Holsters x40	Police	Equipment
8/31/2023	824,709	(5,840)		5,840		Transition ammo	Police	Supplies
8/31/2023	782,709	(42,000)	38,385			Craddlepoint router upgrade/antenna/dockingstations x2	Police	Equipment
8/31/2023	732,709	(50,000)				Community engagement fund	Police	Program
8/31/2023	657,709	(75,000)		1,600		Wellness fund	Both	Program
10/10/2023	628,684	(29,025)		17,500		Wellness cardio screening	Both	Program
8/31/2023	617,659	(11,025)		11,025		Traffic Speed Trailer replacement	Police	Equipment
8/31/2023	614,503	(3,156)				40mm Launchers x2	Police	Equipment
8/31/2023	611,373	(3,130)		3,130		Handheld ID unit (DataWorks Plus)	Police	Equipment
8/31/2023	608,431	(2,942)		2,942		Ebike	Police	Equipment
8/31/2023	587,703	(20,728)		22,254		86" smartboard-police x2 & fire x1	Both	Equipment
8/31/2023	548,640	(39,063)		39,063		All terrain vehicle-police & fire	Both	Equipment
8/31/2023	498,035	(50,605)	50,605			All terrain vehicle-police & fire (Includes Addl Tracks)	Both	Equipment
10/13/2023	492,035	(6,000)				Additional for tracks	Fire	Equipment
8/31/2023	478,320	(13,715)		13,715		Ultrasonic gun cleaner	Police	Equipment
8/31/2023	458,320	(20,000)			20,000	LUCUS chest compression	Fire	Equipment
8/31/2023	452,574	(5,746)		5,746		#2115 Flipdown ladder truck	Fire	Equipment
8/31/2023	415,279	(37,295)		37,295		SCBA Washer	Fire	Equipment
10/10/2023	313,106	(102,173)		102,173		Additional Handheld Radios x 17	Fire	Equipment
8/31/2023	311,106	(2,000)				N95 Masks	Fire	Supplies
10/10/2023	300,617	(10,489)		10,489		Aluminum walers x2 sets for TRT Trailer	Fire	Equipment
8/31/2023	287,617	(13,000)				Digital Fire extinguisher trainer	Fire	Equipment
10/10/2023	278,617	(9,000)				2023 CIP Trailer additional	Fire	Equipment
3/6/2024	241,927	(36,690)		27,067		Downtown camera installation	Police	Service
	225,927	(16,000)			16,000	Quantifit Machine	Fire	Equipment
	207,875	(18,052)			18,052	Mobile Radio Replacement	Fire	Equipment
	196,375	(11,500)			11,500	Replacement- Drone	Police	Equipment
	19,803	(176,572)			176,572	Replacement- Mobile Radios and Consoles	Police	Equipment
	4,803	(15,000)			15,000	Replacement of Badges	Police	Equipment
		\$ (1,058,485)	\$ 88,990	\$ 477,182	\$ 324,145			



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Jessica Kinser, City Administrator
FROM:
MEETING DATE: November 19, 2024
SUBJECT: Planning and Zoning Fee and Escrow Discussion

Discussion:

As part of the 2025 fee schedule review, city staff is proposing increases to Planning & Zoning (P&Z) fees and discussing collecting escrow funds from owners/applicants. The 2025 proposed application fees are increased and offset by eliminating or reducing escrow fees. It is difficult to talk about one facet without the other and this agenda item and corresponding discussion will start with proposed changes to the fee schedule.

FEES

The City of Faribault has done very little to adjust/increase P&Z fees since 2013 (please see attached 2013 fee schedule). City Planner Harry Davis did a comprehensive review of application and escrow fees charged in 15 other cities of similar size and primarily outside of the Twin Cities metro area. Harry's review is attached showing the average and median of application fees and escrows across all cities with similar fees (called 'data points' in the chart). The column on the far right-hand side shows the percentage change between the 2024 and 2025 fees, which as noted in the prior discussion are significant, but the corrected overall change in fees is approximately an 81% increase. Harry will be present to answer additional questions about the proposed fee schedule.

ESCROWS

The City requires escrow funds for several purposes. Landscape escrows are the most common, as \$1,000 is required for new single-family properties to guarantee the planting of two trees and landscape sod. Commercial and industrial developments may provide a landscape escrow to get a temporary certificate of occupancy, and are generally larger dollar amounts at 110% of the remaining improvements. Landscape escrows all get reimbursed when the remaining improvements are complete and all requirements are met. City staff does not propose removing landscape or site plan escrows as they are relatively straightforward to track and are largely effective at encouraging project

completion in a timely fashion. Another type of escrow collected is on behalf of the EDA, which requires \$20,000 escrows for any entity wanting to pursue TIF or tax abatement for a project. TIF and tax abatement fees are set by the EDA, not the City Council, and is being discussed with the EDA as part of the 2025 budget process.

The remaining escrow funds collected by the City are related to Planning and Zoning (P&Z) processes/charges. These escrows are collected from an applicant/owner to cover legal services bills related to a specific project. The applicant/owner still pays the City a fee for whatever is being requested, which the City uses to cover the costs of postage, publication, recording and other costs inherent to the process. The fee analysis done by the City Planner demonstrates that escrows are not widely used in the set of 15 cities used for comparison, showing no more than 3 cities utilizing escrows (Northfield is one of the three). Over the last 5 years, the City has never collected/charged more than \$31,000 in escrows; however, because the escrows and charges cross fiscal years it is difficult to track. We estimate that escrows collected for plats and annexations average out to approximately \$26,800 every year between 2020 and 2023.

	P&Z Escrows Collected
2024	\$16,000 (to date)
2023	\$27,500
2022	\$29,000
2021	\$20,100
2020	\$30,557.20

ANALYSIS

The easiest way to analyze the impact of increased fees weighed with no escrow is to look at our current year. There are three collected \$5,000 escrows related to platting. It should also be noted that to get to the final plat stage, each applicant will have paid \$500 or more in fees, depending on the type of plat. None of the plats are complete and legal costs are ongoing. No names of the applicants are used, but all have been before the City Council and Planning Commission in some capacity. One element of this calculation is the difference in the legal fees the owner/applicant is paying versus the City. For 2024, Kennedy & Graven charges \$273 per hour for any matters where the cost is passed to the owner/applicant. If the City covered the costs, it would be \$189.50 (general matters) or \$223 per hour (specialized area), which is \$50 or \$83.50 less.

The scenario below demonstrates how the cost of creating the possibility of new taxable value in the City is born by the applicant. When converting the current activity to what the City would be charged by Kennedy & Graven less the higher fee (includes both a preliminary and final plat fee), the City would see an increased cost of \$5,392.

	Actual				2025 Scena	
	Fee	Escrow	Costs to Date		Fee	Costs to City
Single Family Residence	\$500	\$5,000	\$ 2,856.10		\$1,150	\$ 2,552.50
Multiple Single Family Lots	\$500	\$5,000	\$3,802.50		\$1,150	\$ 3,284.70
Commercial Expansion	\$500	\$5,000	\$3,364.80		\$1,150	\$3,004.80
Total Cost to Applicant		\$5,500			\$1,150	
Total Cost to City (outside of staff time)		\$0				\$ 5,392.00

There is no scenario in which eliminating escrows and charging higher fees results in lower costs to the City. However, multiple viewpoints and considerations that are part of the larger discussion cannot easily be assigned a value. First, the three scenarios above are existing individuals or businesses that are already paying taxes, of which a portion supports mandated services the City must provide (Planning and Zoning staff and functions). Second is the customer service aspect of telling someone they cannot do something until putting down a large amount of money and creating a pay-to-play system for everyone from large corporations down to homeowners and small businesses. It puts staff in an awkward position and is often a point of contention.

Escrows with associated legal bills are difficult to track and take considerable staff time in Finance and CED departments to ensure that the proper charges are getting to the correct escrow. All escrow funds are commingled into one account, with tracking on a spreadsheet reconciled monthly along with the City's cash and bank accounts. The escrow tracking data passed to Planning & Zoning is only as up-to-date and accurate as Finance reconciles legal bills at that point in time. The disconnect internally when getting an escrow reconciled to when the financial data might be updated often results in miscommunication with customers and creates more issues than it solves.

The recommendation is to proceed with the proposed fee changes and to eliminate the planning and zoning escrows for plats and annexations.

Attachments:

1. Planning & Zoning Proposed 2025 Fee Schedule - Comparison to 2024 and Other
2. Planning & Zoning Fee Schedule 2013

	Faribault Proposed 2025*	Faribault 2024	Rice County Fees**	Average	Median	Number of Points in Dataset	Percentage increase
Fee Schedule - P&Z							
Subdivision and Vacation Fees							
Minor Subdivision	\$350.00	\$100.00	\$56.00	\$335.00	\$310.00	11	250%
Escrow				\$900.00	\$900.00	2	
Preliminary Plat	\$650.00	\$200.00	\$56.00	\$685.71	\$507.50	14	225%
Escrow				\$2,833.33	\$2,000.00	3	
by parcel	\$25.00	\$10.00		\$27.50	\$25.00	8	150%
Minimum				\$300.00	\$300.00	1	
Final Plat	\$500.00	\$300.00	\$56.00	\$416.43	\$465.00	14	67%
Escrow				\$2,333.33	\$1,500.00	3	
by parcel	\$25.00	\$15.00		\$30.71	\$25.00	7	67%
Minimum				\$300.00	\$300.00	1	
Plat Escrow, Minimum	\$2,500.00	\$1,500.00		\$2,750.00	\$2,750.00	2	67%
Plat Escrow, Maximum	\$10,000.00	\$10,000.00	None	\$2,833.33	\$2,000.00	3	0%
Street/Easement Vacation	\$500.00	\$350.00	\$56.00	\$493.50	\$450.00	10	43%
Vacation Escrow				\$1,000.00	\$1,000.00	3	
Plat Approval Extension	\$250.00	\$150.00	None	\$990.00	\$990.00	1	67%
Note: Applicant responsible for recording, City Attorney, and consultant fees and costs. *Accounts for updates fees in line with peer cities and recording fees for Rice County **Fees as of 2024							
Zoning and Comprehensive Plan Fees							
Certificate of Appropriateness (Minor)	\$150.00	\$0.00	None	\$91.67	\$75.00	3	
Certificate of Appropriateness (Major)				\$0.00	\$0.00	0	
Certificate of Appropriateness Appeal				\$160.00	\$160.00	2	
Comprehensive Plan Amendment	\$700.00	\$400.00	None	\$870.00	\$600.00	11	75%
Escrow				\$2,250.00	\$2,250.00	4	
Conditional Use Permit (SF)		\$300.00	\$46.00	\$385.00	\$450.00	5	67%
Conditional Use Permit (SF), Escrow				\$1,500.00	\$1,500.00	3	
Conditional Use Permit (All Other Uses)		\$500.00	\$46.00	\$478.75	\$557.50	4	0%
Conditional Use Permit (All Other Uses), Escrow				\$3,166.67	\$2,500.00	3	
Conditional Use Permit	\$500.00			\$517.31	\$450.00	13	
Escrow				\$2,666.67	\$2,000.00	3	
Conditional Use Permit Amendment	\$0.00	\$300.00	\$46.00	\$600.00	\$600.00	3	-100%
Escrow				\$1,500.00	\$1,500.00	2	
Interim Use Permit	\$500.00	\$500.00	\$46.00	\$410.00	\$425.00	11	0%
Interim Use Permit Amendment		\$300.00	\$46.00	\$275.00	\$275.00	2	67%
Interim Use Permit Renewal				\$337.50	\$300.00	4	
Ordinance Amendment	\$500.00	\$350.00	None	\$529.38	\$535.00	8	43%
Escrow				\$2,166.67	\$2,000.00	3	
PUD (Residential)		\$600.00	\$46.00	#DIV/0!	#NUM!	0	33%
PUD (All Other Uses; <5 acres)		\$750.00	\$46.00	#DIV/0!	#NUM!	0	7%
PUD (All Other Uses; 5-20 acres)		\$1,500.00	\$46.00	#DIV/0!	#NUM!	0	-47%
PUD (All Other Uses; >20 acres)		\$3,000.00	\$46.00	#DIV/0!	#NUM!	0	-73%
PUD	\$800.00			\$907.27	\$615.00	11	
PUD Amendment		\$300.00	\$46.00	\$460.00	\$550.00	5	
PUD Escrow				\$2,500.00	\$2,000.00	5	
Rezoning	\$450.00	\$350.00	None	\$464.17	\$450.00	12	29%
Escrow				\$1,833.33	\$1,500.00	3	
Site Plan Review	\$600.00	\$100.00	None	\$827.78	\$600.00	9	500%
Site Plan Security	110% of improvements	110% of improvements	None	#DIV/0!	#NUM!	0	0%
Site Plan Escrow	\$3,000.00	\$1,000.00	None	\$3,125.00	\$3,500.00	4	200%
% of construction valuation as determined by building permit				\$0.00	\$0.00	2	
Variance (SF)		\$300.00	\$46.00	\$200.00	\$200.00	1	33%
per additional variance		\$50.00		#DIV/0!	#NUM!		
Variance (All Other Uses)		\$350.00	\$46.00	#DIV/0!	#NUM!	0	14%
per additional variance		\$50.00		#DIV/0!	#NUM!	0	
Variance	\$400.00		\$46.00	\$372.31	\$350.00	0	
Variance (Post Construction)				\$637.50	\$637.50	13	

Variance Escrow				\$2,333.33	\$1,000.00	3	
Zoning Appeal	\$200.00			\$246.25	\$217.50	8	
Note: Applicant responsible for recording, City Attorney, and consultant fees and costs.							
Annexation and Environmental Review Fees							
Annexation Petition	\$500.00	\$200.00	\$46.00	\$445.83	\$500.00	6	25%
per acre		\$5.00		\$7.50	\$7.50	2	
Annexation Petition, Minimum				\$100.00	\$100.00	1	
Annexation Petition, Maximum				\$600.00	\$600.00	1	
Annexation Escrow	\$10,000.00	\$10,000+	None	#DIV/0!	#NUM!	0	0%
EAW/AUAR/EIS	\$500.00	\$300.00	None	\$524.00	\$500.00	5	67%
EAW/AUAR/EIS Escrow	\$10,000.00	\$10,000+	None	\$1,750.00	\$1,750.00	2	0%
Note: Applicant responsible for recording, City Attorney, and consultant fees and costs.							
Administrative Fees							
Address Change Request by Property Owner	\$100.00	\$200.00	None	\$100.00	\$100.00	1	-50%
Home Occupation Permit	\$200.00	\$40.00	None	\$717.50	\$717.50	2	400%
Home Occupation Permit Renewal	\$50.00	\$25.00	None	#DIV/0!	#NUM!	0	100%
Natural Landscape Permit		Free	None	#DIV/0!	#NUM!	0	
Sign Permit (<100 sq ft)		\$60.00	None	\$50.00	\$50.00	1	67%
Sign Permit (100+ sq ft)		\$85.00	None	\$75.00	\$75.00	1	18%
Sign Permit, Structural Review & Inspection		\$100.00	None	#DIV/0!	#NUM!	0	0%
Sign Permit, Sign Face (Non-structural)		\$25.00	None	\$75.00	\$75.00	1	300%
Sign Permit, Minimum	\$100.00	\$25.00		\$67.31	\$50.00	13	300%
Sign Permit, Maximum		\$100.00		\$175.00	\$115.00	9	0%
Sign Permit, State Surcharge for Footing/Electrical		\$1.00	None	#DIV/0!	#NUM!	0	
Sign Permit, Installation without a Permit		Sign Permit Fee (Doubled)	None	\$75.00	\$75.00	1	
Sign Temporary	\$50.00			\$66.00	\$40.00	5	
Zoning Certificate	\$75.00	\$25.00	None	\$83.75	\$75.00	8	200%
Zoning Compliance Letter	\$75.00	\$30.00	None	\$70.91	\$75.00	11	150%
Zoning Compliance Letter (Rush)		\$50.00	None	#DIV/0!	#NUM!	0	50%
Average Increase							81%

EXHIBIT A
LICENSE FEES AND CHARGES 2013

2013

Subdivision fees

Preliminary plat	\$350+\$15/parcel
Final plat (\$200 minimum)	\$200+\$10/parcel
Lot splits/combinations	\$100 + Rice Co fees)
Plat Escrow	\$1,500-\$5,000
Extend Approved Plat	\$150

Zoning

Zoning Ordinance Amendment/Application	
Text amendments	\$350
Rezoning	\$350
Zoning Compliance Letter	\$30
Rush Zoning Letter (if needed within 2 business days)	\$50
Site Plan Escrow	
Single family residential	\$1,000
All other uses	110% of improvements
Variance Request/Application	
Single family residential	\$300
All other land uses	\$350+\$50 ea add
Building Without Variance (after the fact)	\$500
Vacation requests	\$350
Annexation	\$200+\$5/acre + \$1,500 Escrow

Conditional Use Permits

Single family residential uses	\$300
Other residential uses	\$350
Commercial/Industrial	\$550
Public/Semi-public facilities	\$300
CUP amendment residential/public-semi-public	\$250
CUP amendment commercial/industrial	\$300
Building Without CUP (after the fact)	\$500

Development Ordinances - available online

Unified Development Ordinance (Zoning/Subdivision)	\$40
Comprehensive Plan	\$100

Interim Use Permit

Building Without IUP (after the fact)	\$250
	\$500

Extend Approved IUP

	\$200
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EXHIBIT A
LICENSE FEES AND CHARGES 2013

2013

Planned Unit Development

Residential	\$600+\$10/unit
Commercial/Industrial/Mixed Use	\$750 (0 - 5 acres)
	\$1,500(5 -20 acres)
	\$3,000(20 + acres)
PUD Escrow	\$3,000-\$7,000
PUD Amend w/out Plat	\$300

Comprehensive Plan Amendment + \$1,500 - \$5,000 Escrow

Environmental Assessment Worksheet (Covers cost of hearing 2 hearing notices	\$400
Address/Street name change (Covers cost of hearing notices & publication of Ord)	100% + \$300
	\$200

Home Occupation Permits

Original application/Registration	\$40/2years
Registration renewal	\$25/2years

Police Department Fees

Pictures (ie accident, burglary, etc.)	\$6/photo
Copies of police reports	\$.25/pg for first 100 pgs
	Charge hourly wage of lowest paid employee able to retrieve/copy the data plus materials/mailling costs
Over 100 copies	
Copy of items put onto CD or DVD	\$12

Library Fees

Micro film copies	\$.15/sheet
Double sided	\$.30/sheet
Meeting Room (Non-profit groups - no charge)	\$30/4 hours
Photo copies	\$.15/sheet
Non-Residential Card Fee (Set by State)	\$40
Replacement cards	\$2
Fines	
Paperback Book	\$.20/day up to \$4/item
Books, Cassettes, & Compact Discs	\$.20/day up to \$10/item
Magazines	\$.20/day up to \$4/item
Video Cassettes & DVD's	20 cents/day max \$10/vid
Payment for lost books	Replacement cost
Obituary research	\$10/obituary
Headphones	\$1
Flash Drives	\$10