Fees Community Development Planning Division

.SI. 1001

JULY 15, 2024 - CITY COMMISSION MEETING

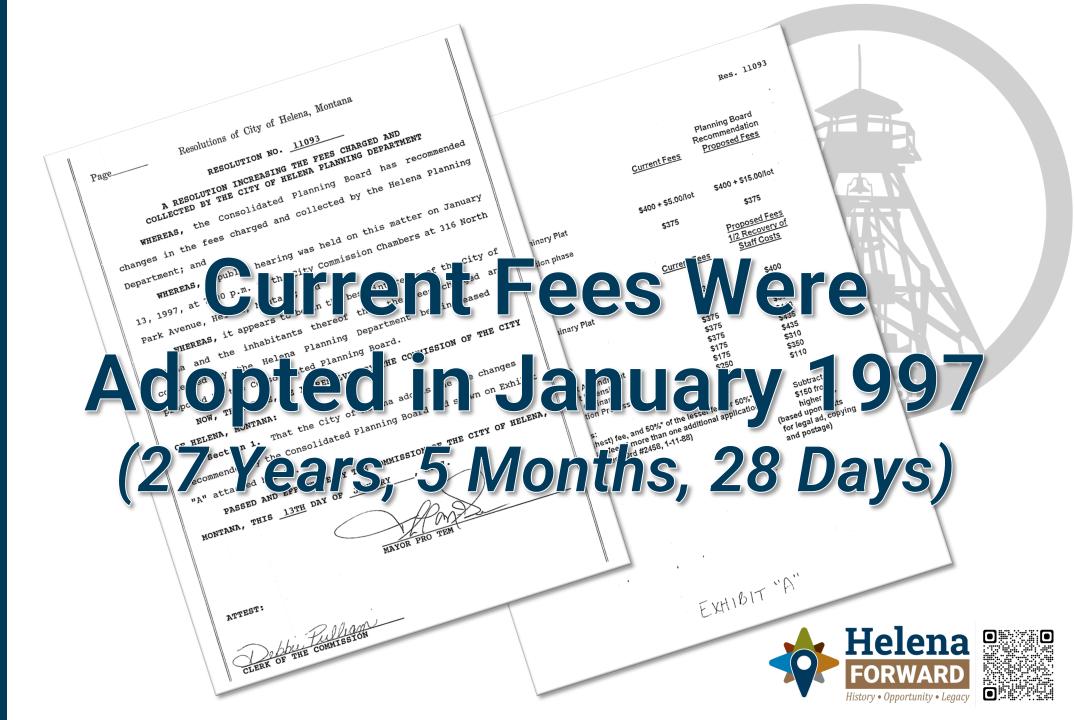
CHRISTOPHER BRINK, AICP CITY OF HELENA COMMUNITY DEVELOPMENT DIRECTOR







Ord. #11093



CURRENT
FEES

City of **Helena**

Fee Name	Cu	Current Fee			
* Major Subdivision Preliminary Plat Base	\$	400.00			
+ per lot	\$	15.00			
Minor Subdivision Preliminary Plat	\$	400.00			
Minor Subdivision Final Plat	\$	100.00			
Major Subdivision Final Plat	\$	375.00			
Annexation	\$	300.00			
Annexation with Pre-Zone	\$	560.00			
Pre-Zone/Zone Change	\$	410.00			
Conditional Use Permit	\$	435.00			
Conditional Use Permit Amendment	\$	435.00			
Conditional Use Permit Extension	\$	310.00			
Board of Adjustment Variance	\$	125.00			
Zoning Ordinance Amendment	\$	350.00			
Minor Growth Policy Amendment	\$	200.00			
Historic Property Demolition	\$	200.00			
Tax Abatement Requests	\$	175.00			



Fee Name	(Current Fee	Ye	ar 1 (FY25)	Ye	ear 2 (FY26)	Final (FY27)	Total Fee Increase	% Increase	Rec	overy Cost
* Major Subdivision Preliminary Plat Base	\$	400.00	ŝ	475.00	\$	550.00	\$ 625.00	\$ 225.00	56%	Ś	4,239.68
+ per lot	\$	15.00	\$	15.00	\$	15.00	\$ 15.00	\$ -	0%	Ş	4,239.00
Minor Subdivision Preliminary Plat	\$	400.00	\$	475.00	\$	550.00	\$ 625.00	\$ 225.00	56%	\$	1,265.51
Minor Subdivision Final Plat	\$	100.00	\$	375.00	\$	650.00	\$ 925.00	\$ 825.00	825%	\$	1,833.20
Major Subdivision Final Plat	\$	375.00	\$	725.00	\$	1,050.00	\$ 1,400.00	\$ 1,025.00	273%	\$	2,774.80
Annexation	\$	300.00	Ŝ	650.00	\$	1,000.00	\$ 1,350.00	\$ 1,050.00	350%	\$	2,718.22
Annexation with Pre-Zone	\$	560.00	\$	1,025.00	\$	1,475.00	\$ 1,925.00	\$ 1,365.00	244%	\$	3,836.62
Pre-Zone/Zone Change	\$	410.00	\$	750.00	\$	1,100.00	\$ 1,450.00	\$ 1,040.00	254%	\$	2,875.02
Conditional Use Permit	\$	435.00	\$	825.00	\$	1,200.00	\$ 1,575.00	\$ 1,140.00	262%	\$	3,139.02
Conditional Use Permit Amendment	\$	435.00	\$	650.00	\$	875.00	\$ 1,100.00	\$ 665.00	153%	\$	2,185.62
Conditional Use Permit Extension	\$	310.00	ŝ	550.00	\$	800.00	\$ 1,050.00	\$ 740.00	239%	\$	2,063.82
Board of Adjustment Variance	\$	125.00	\$	500.00	\$	850.00	\$ 1,225.00	\$ 1,100.00	880%	\$	2,422.82
Zoning Ordinance Amendment	\$	350.00	\$	550.00	\$	750.00	\$ 950.00	\$ 600.00	171%	\$	1,907.80
Minor Growth Policy Amendment	\$	200.00	\$	575.00	\$	975.00	\$ 1,350.00	\$ 1,150.00	575%	\$	2,679.40
Historic Property Demolition	\$	200.00	\$	200.00	\$		\$ -	\$ -	N/A		
Tax Abatement Requests	\$	175.00	Ŝ	175.00	\$	-	\$ -	\$ -	N/A		
Phase Commencement Review	\$	-	\$	375.00	\$	750.00	\$ 1,125.00	\$ 1,125.00	N/A	\$	2,235.37
Preliminary Plat Amendments	\$	-	\$	400.00	\$	800.00	\$ 1,200.00	\$ 1,200.00	N/A	\$	2,392.17
Preliminary Plat Extension	\$	-	\$	375.00	\$	775.00	\$ 1,150.00	\$ 1,150.00	N/A	\$	2,297.17
Subdivision Variance (each)	\$		\$	275.00	\$	550.00	\$ 825.00	\$ 825.00	N/A	\$	1,658.30
**Amended Plat COS	\$		ŝ	125.00	\$	275.00	\$ 400.00	\$ 400.00	N/A	\$	1,721.40
Expedited Subdivision Review	\$	-	\$	350.00	\$	725.00	\$ 1,075.00	\$ 1,075.00	N/A	\$	2,151.80
Administrative Minor Subdivision	\$	-	\$	375.00	\$	775.00	\$ 1,150.00	\$ 1,150.00	N/A	\$	2,301.02
***Commercial Site Review (Max Fee)	\$	-	\$	750.00	\$		\$ -	\$ 750.00	N/A	\$	1,486.00

Existing	
New	

* Fee recovery, fee analysis, and proposed increases are based on a 100 lot subdivison review

** \$400 maximum per 76-3-201 and 76-3-207 MCA

*** \$250 minimum, plus \$10 per 1,000 square feet of gross floor area over 1,000 square feet with a cap/maximum of \$750.



City of Helena

PROPOSED

FEES

	Fee Name	Helena Proposed	Lewis & Clark County	Billings	Bozeman	Great Falls	Kalispel	Missoula	Whitefish
٨	* Major Subdivision Preliminary Plat Base	\$625.00	\$800	\$7544 (max)	\$4634+	\$4,000	\$2,000	\$7439 to \$12402.70+	\$3,045
X	+ per lot	\$15.00	\$25/unit \$50/non- residential unit	Unknown	\$40/lot to \$90/lot		\$250/lot or sublot	\$79 to \$239.16	\$200/lot
	Minor Subdivision Preliminary Plat	\$625.00	\$850 (max)	\$2,941	\$2,912	\$3,000	\$2050 (max)	\$7,483	\$2065 (max)
	Minor Subdivision Final Plat	\$925.00	\$550 (max)	\$1,959	\$2,578	\$2,000	\$2050 (max)	\$1,475	\$2065 (max)
X	Major Subdivision Final Plat	\$1,400.00	\$400	\$3513 (max)	\$4,301	\$2,000	\$1,600	\$2,576	\$2,574
	+ per lot	N/A	\$25/unit \$50/non- residential unit	Unknown	\$45 per lot		\$250/lot or sublot	Unknown	\$200/lot
	Annexation	\$1,350.00	Unknown	\$1,438	\$2,513	\$3,000	\$500 + \$40/acre	\$3091 to \$4694	Unknown
Δ	Annexation with Pre-Zone	\$1,925.00	Unknown	Unknown	\$2,912	N/A	Unknown	Unknown	Unknown
77	Pre-Zone/Zone Change	\$1,450.00	\$500	\$1,559	\$2,399	\$4,000	\$1100+	\$4785 to \$7376	\$2385+
	Conditional Use Permit	\$1,575.00	\$250	Unknown	Unknown	\$3,000	\$500 to \$800+	\$2,753	\$435 to \$1065
	Conditional Use Permit Amendment	\$1,100.00	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
	Conditional Use Permit Extension	\$1,050.00	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
	Board of Adjustment Variance	\$1,225.00	\$1050 (max)	\$876 (max)	\$2,671	\$2,500	\$800 (max)	\$2063 (max)	\$2055 (max)
	Zoning Ordinance Amendment	\$950.00	\$500	Unknown	\$2,644	Unknown	\$800	Unknown	\$1,980
S	Minor Growth Policy Amendment	\$1,350.00	Unknown	Unknown	\$4,634	Unknown	\$4400+	\$1374 to \$12326	\$3375 to \$6015+
	Phase Commencement Review	\$1,125.00	Unknown	Unknown	Unknown	Unknown	Unknown	\$2,175	\$1,065
	Preliminary Plat Amendments	\$1,200.00	Unknown	Unknown	\$330	Unknown	\$800+	Unknown	75% of fee calculated above
	Preliminary Plat Extension	\$1,150.00	\$200		\$412	Unknown	Unknown	\$1,488	Unknown
	Subdivision Variance (each)	\$825.00	\$150	Unknown	Unknown	Unknown	\$200	\$949	\$396
	Amended Plat COS	\$400.00	\$300	\$200	Unknown	\$400	\$200	\$400	Unknown
	Expedited Subdivision Review	\$1,075.00	Unknown	\$1,955	Unknown	Unknown	Unknown	Unknown	\$1,875 + \$200/lot
	Administrative Minor Subdivision	\$1,150.00	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	\$815
	**Commercial Site Review (Max Fee)	\$750.00	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown

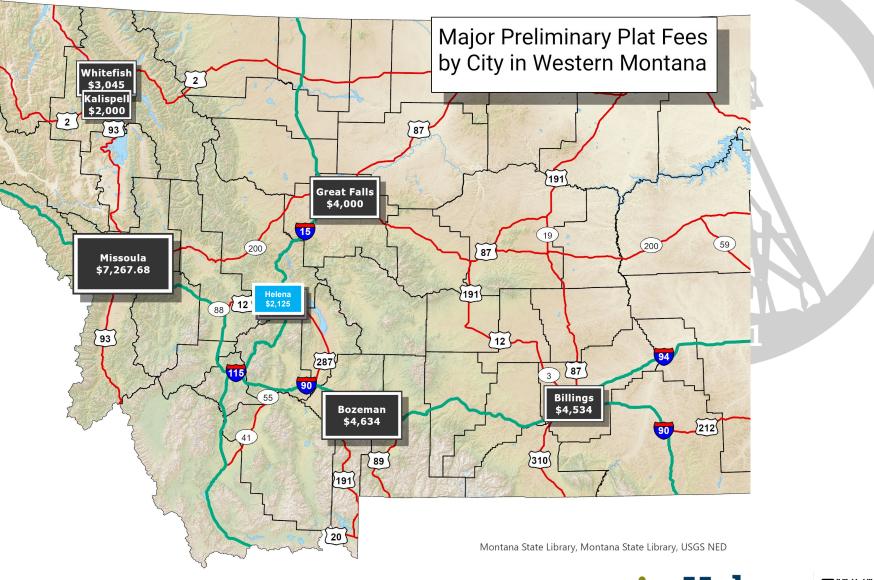
Existing	
New	





FEE Comparisons

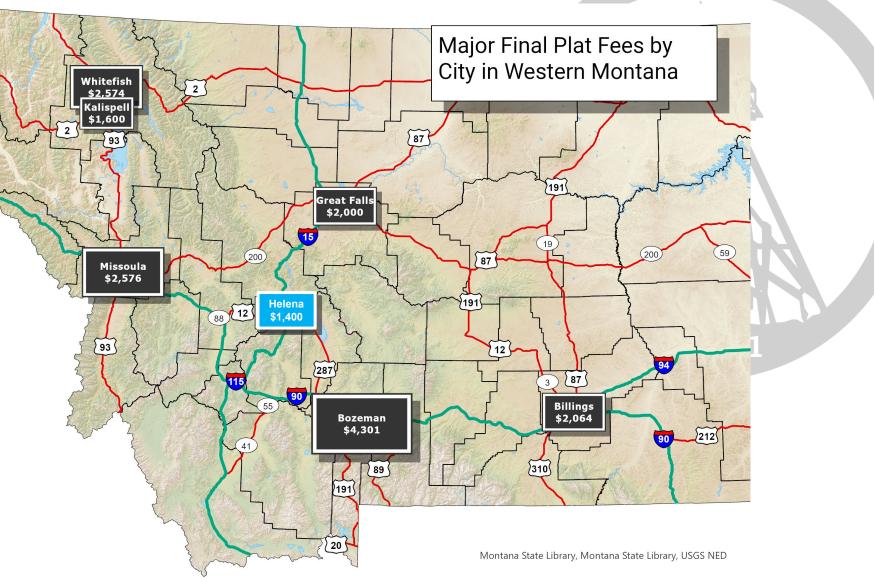
FEE COMPARISONS







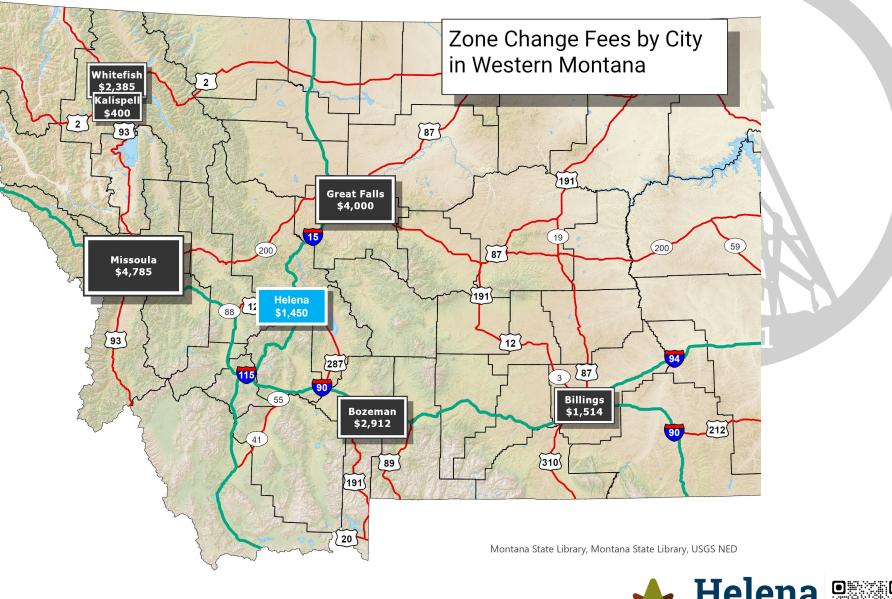
FEE COMPARISONS







FEE COMPARISONS







CITY COMMISSION QUESTIONS

City of **Helena**

Can we incorporate a discount or smaller CUP fee for Non-profit, housing, "Mom and Pop", or Home-Based Businesses?

Planning staff has taken the approach to consistently review the Land Use section of our Zoning Ordinance, the Land Use Table specifically, and eliminate when warranted, the imposition of the CUP process and establish more uses as "by right".

Est. 1881

We anticipate to take even a more in-depth review of land uses and zoning districts when we begin the overall Zoning Ordinance review – reserving the CUP process where more use oversite is needed relative to use/zoning district.

Home Based Businesses or Home Occupations are not required to go through any CUP or Zoning process.



FEE DISCOUNT/ WAIVER IDEAS

City of Helena Should we consider the option for a fee waiver/discount as a City Commission action item (similar to the Building Permit Fee Waiver for Affordable Housing)?

Staff would be open to formulate a waiver/discount process similar to the Building Permit waiver process/standard/requirement

Based on or limited to <60% AMI (permit fee waiver cap) and a set period of affordability

This impacts the overall General Fund, but minimally – relative to the overall small fee cost vs ALL other associated project review fees



Fee Discount/ Waiver Ideas

City of Helena Should we consider the option for a fee waiver/discount as a City Commission action item (similar to the Building Permit Fee Waiver for Affordable Housing)?

- Providing a "combined fee" comparable to the prezone/annexation request combination fee – for CUP/Zone
 Change, Amended Plat/Variance
 - Based on a % of the recovery cost comparable to the % for the pre-zone/annexation fee



FEE DISCOUNT/ WAIVER IDEAS

City of Helena Should we consider the option for a fee waiver/discount as a City Commission action item (similar to the Building Permit Fee Waiver for Affordable Housing)?

- Similar language as the Building Permit Fee Waiver
 - B. For purposes of this section "affordable housing project" is defined as a housing project intended to house:
 - 1. Homeless or disabled persons, as such terms are defined by the U.S. Department of Housing and Urban Development; or Est. 1881
 - 2. Households with an annual income that does not exceed sixty percent (60%) of the area median income for the applicable household size in the Lewis and Clark County statistical area, as published by the U.S. Department of Housing and Urban Development.
- Open the TIF Affordable Housing set-aside and the AHTF to also include/allow funds to be used for all associated city fees
- All waiver consideration for non-profits or other projects that have a definable/quantifiable public benefit
 Hele



✓ S Hub - My Tyler Hub Page × Current Projects - City of Heler × + **Our proposed** helenamt.cov/Departments/Community-Development/Planning/Current-Pr -tome 🔲 Lewis and Clark Cou... 🚳 Lewis & Clark Count... 🙆 Lewis & Clark Count... 🔞 KACE Systems Mana... 🙆 NOVUS 😆 CivicHR | Applicant The City Community Development Department is actively working on the following projects. Click on a project to learn more about upcoming hearing fees have been and how you can get involved For more information about the subdivision process from Pre-Application to City Commission, click is here (PDF, 200K f you have a question or would like to submit a comment about a current project click here on the Land Use Fee Increase Proposal ars. In 1997, when the fees were last adjusted, an analysis was done that estimated the average planning staff time to review the various land **Community** use applications. An estimate of the staff time-cost was then calculated for each land use application. The application fee amount was based on covery of related costs (legal advertisement, notifications, etc.) and an estimate of half of staff costs. A survey of other communities was also nducted and at the time of that analysis. Helena's fees "appeared to represent an average **Development** conjunction with the FY 25 budget process, to further coincide with the implementation of our new, online application submittal process, and preparation of full implementation of SB 382, staff has once again conducted a thorough review of our fee schedules relative to land use and ubdivision applications. As in 1997, staff conducted an analysis of our current fee structure and the cost for the City of Helena to provide service preceive, review, process, and present for action those applications and requests. Again, like in 1997, reviews and surveys were conducted of various Montana cities and their fee structures. This time around, however, it was evident that fees charged by the City of Helena for planning webpage since services have been drastically outpaced by all our sister cities As part of the departmental budget presentation to City Commission, staff provided an overview of proposed fee increases and the analysis to draft the proposed departmental fee schedule. Taking into consideration the increased cost of providing our planning services since the establishment of the current land use fees approximately 27 years the requirements in state law for additional and new subdivision processes the our initial budget land use fees charged by other jurisdictions in Montana, and compatibility with the new online application process, staff is proposing changes to the City of Helena's land use application fees • 1 2025 Fee Calculator (PDF, 131KE presentation Proposed Helena Land Use Fees 2024 (PDF, 80K) Variance Applications

Conditional Use Permit and Zone Change Applications

NOTICE/ ENGAGEMENT

City of **Helena**

PUBLIC

Prior to the Public Hearing on August 12th, we will utilize Social Media, Civic Access, web, media and all other forms of engagement outlined in our Public Participation Plan to inform the public about these proposed fees Helena



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QUESTIONS 255 Bt. 1881



