



# **Fees** *Community Development Planning Division*

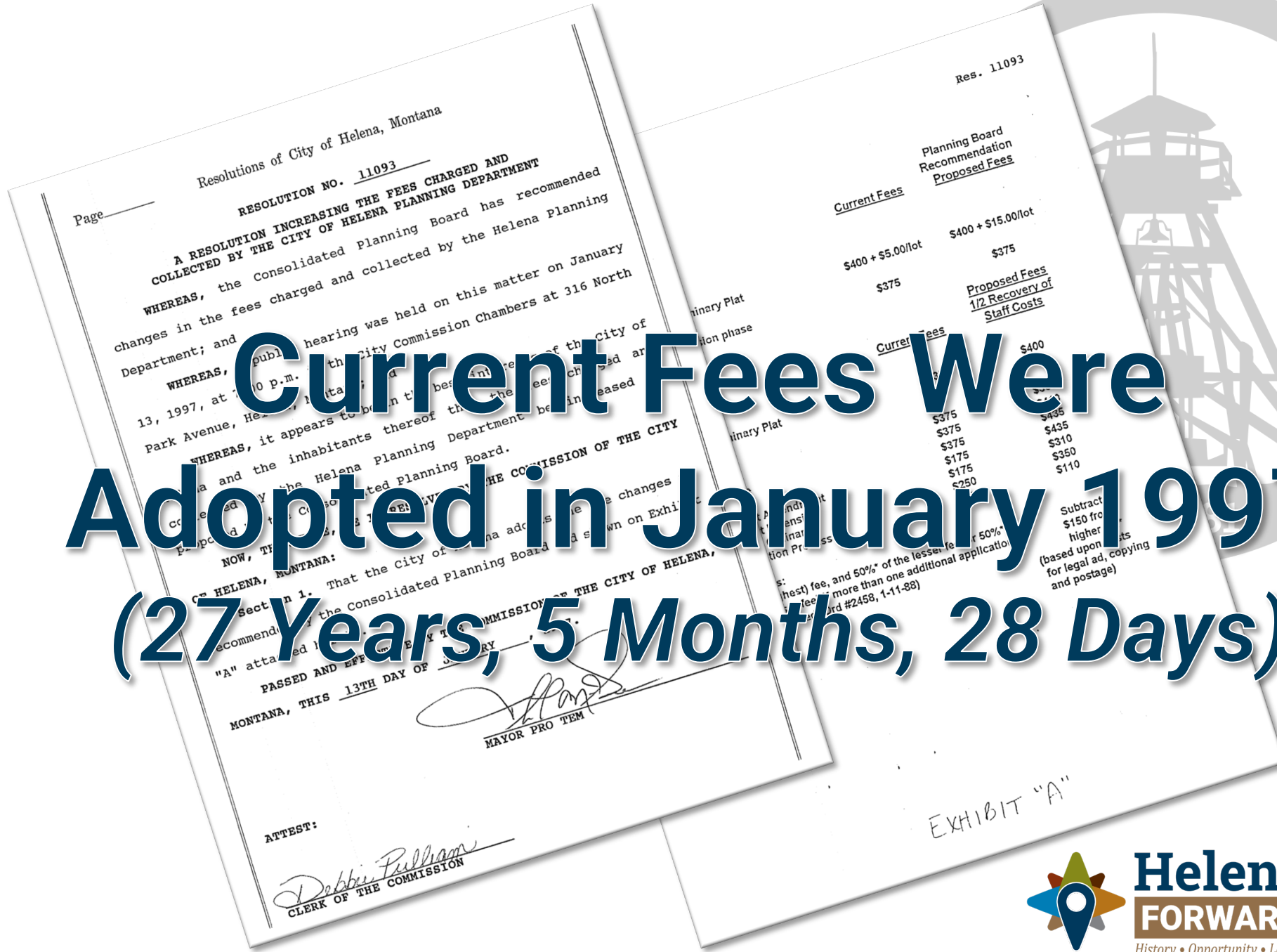
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**JULY 15, 2024 – CITY COMMISSION MEETING**  
CHRISTOPHER BRINK, AICP  
CITY OF HELENA COMMUNITY DEVELOPMENT DIRECTOR



ORD.  
#11093

City of  
Helena



# Current Fees Were Adopted in January 1997 (27 Years, 5 Months, 28 Days)

EXHIBIT "A"



# CURRENT FEES

Fee Name	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



# PROPOSED FEES

Fee Name	Current Fee	Year 1 (FY25)	Year 2 (FY26)	Final (FY27)	Total Fee Increase	% Increase	Recovery Cost
* Major Subdivision Preliminary Plat Base	\$ 400.00	\$ 475.00	\$ 550.00	\$ 625.00	\$ 225.00	56%	\$ 4,239.68
+ per lot	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	0%	
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	\$ 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	\$ 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	\$ 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	\$ -	\$ 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 subdivision 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



# FEE COMPARISONS

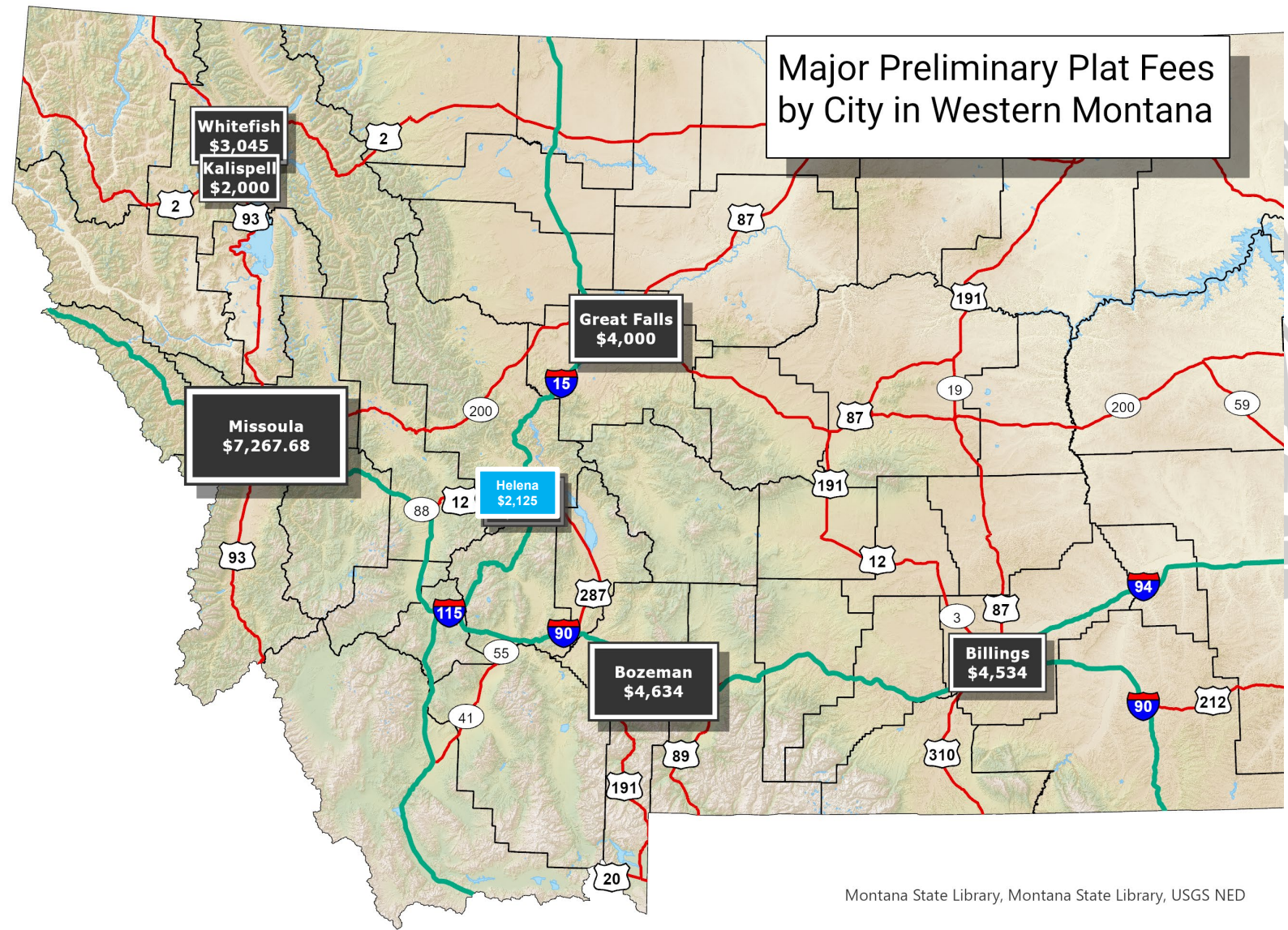
Fee Name	Helena Proposed	Lewis & Clark County	Billings	Bozeman	Great Falls	Kalispel	Missoula	Whitefish
* Major Subdivision Preliminary Plat Base	\$625.00	\$800	\$7544 (max)	\$4634+	\$4,000	\$2,000	\$7439 to \$12402.70+	\$3,045
+ per lot	\$15.00	\$25/unit \$50/non-residential unit	Unknown	\$40/lot to \$90/lot	\$100 per lot	\$250/lot or subplot	\$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)
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	\$50 per lot	\$250/lot or subplot	Unknown	\$200/lot
Annexation	\$1,350.00	Unknown	\$1,438	\$2,513	\$3,000	\$500 + \$40/acre	\$3091 to \$4694	Unknown
Annexation with Pre-Zone	\$1,925.00	Unknown	Unknown	\$2,912	N/A	Unknown	Unknown	Unknown
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
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

# City of Helena



Major Preliminary Plat Fees  
by City in Western Montana

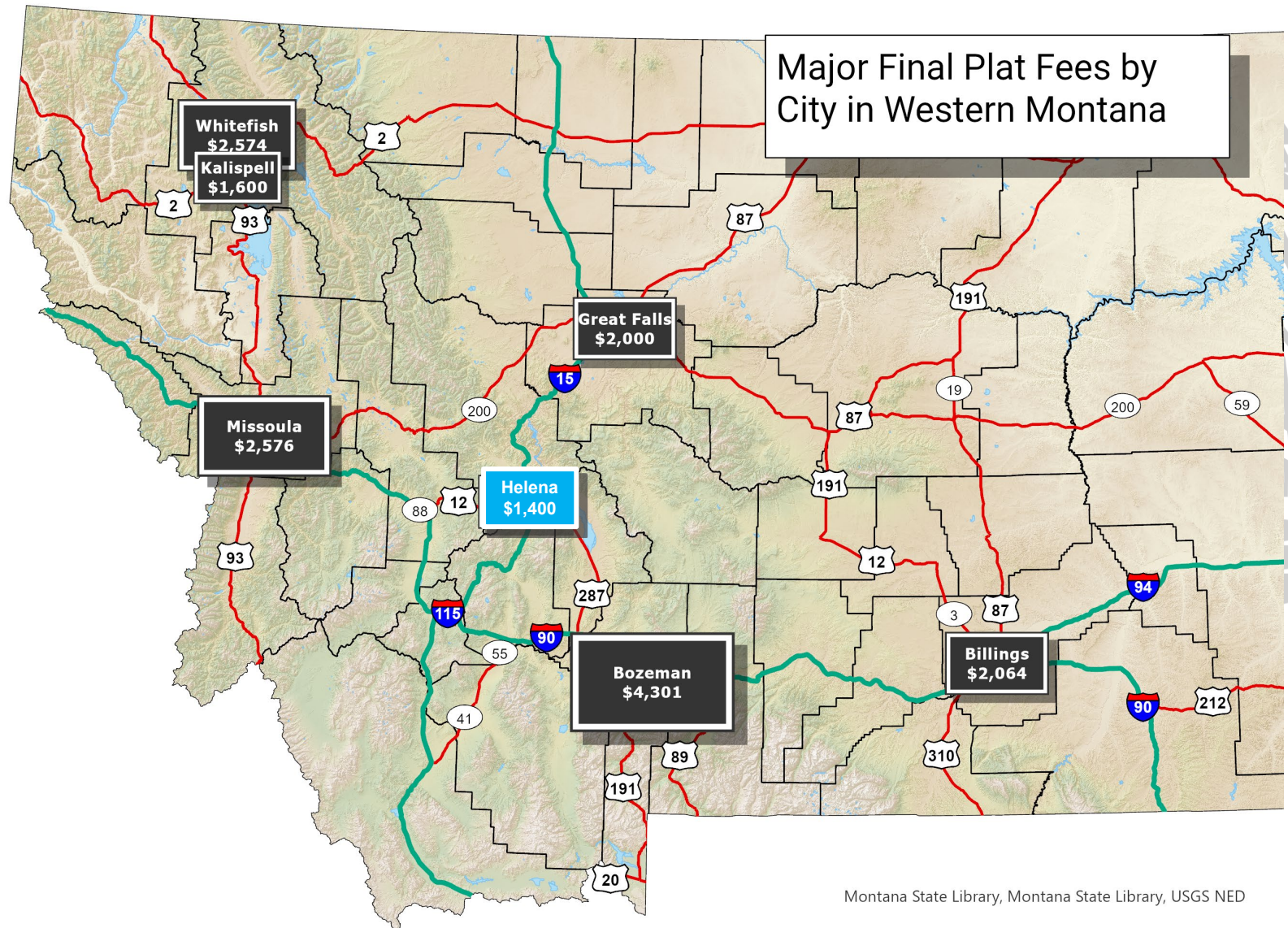
Montana State Library, Montana State Library, USGS NED

**Helena**  
**FORWARD**  
History • Opportunity • Legacy



# FEE COMPARISONS

City of  
**Helena**



Montana State Library, Montana State Library, USGS NED

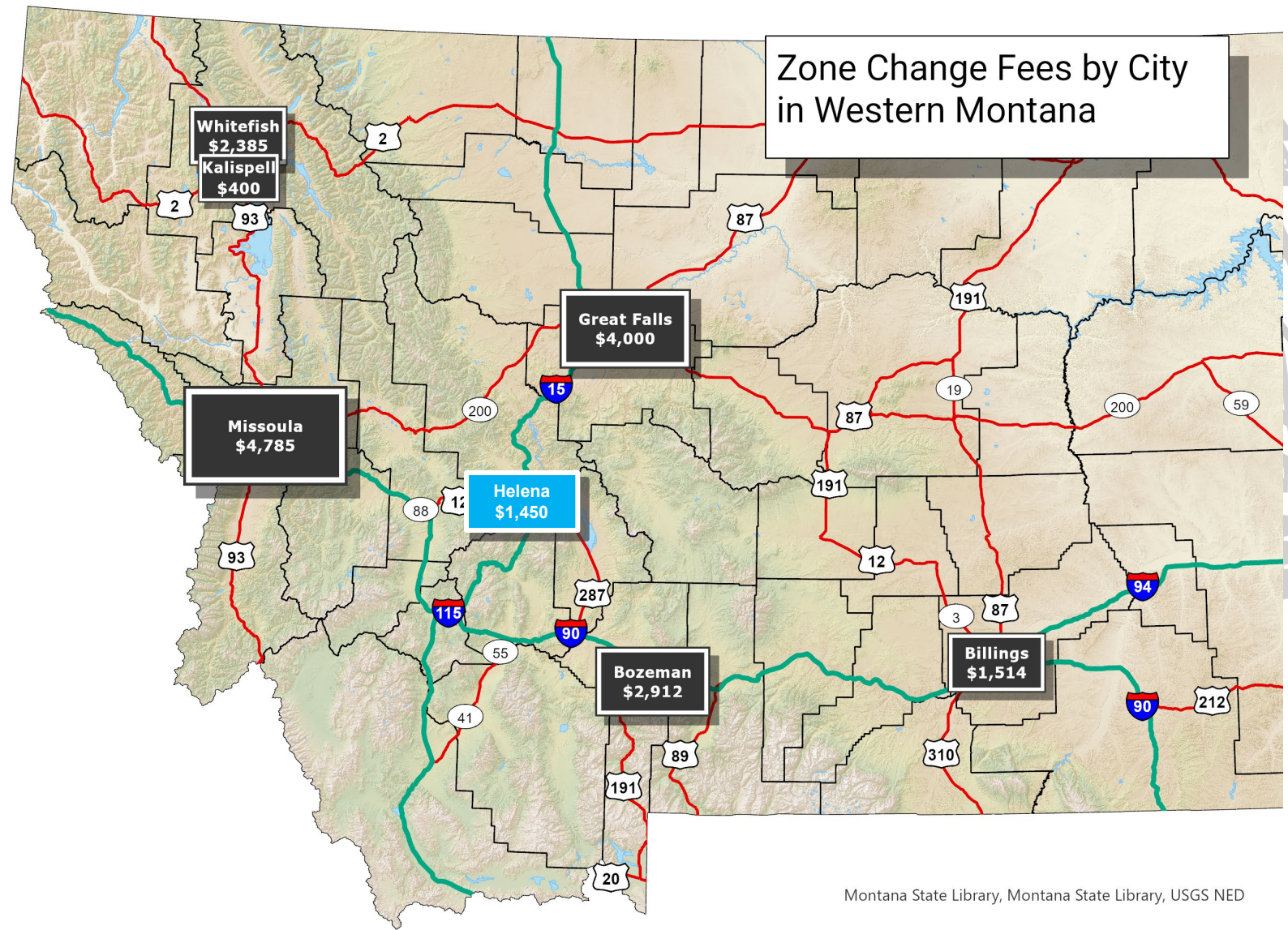


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# FEE COMPARISONS

# City of Helena



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# *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”.

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 oversight is needed relative to use/zoning district.

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

CITY  
COMMISSION  
QUESTIONS

City of  
Helena



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FEE  
DISCOUNT/  
WAIVER  
IDEAS

*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  $\leq 60\%$  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

*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 pre-zone/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

*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)?*

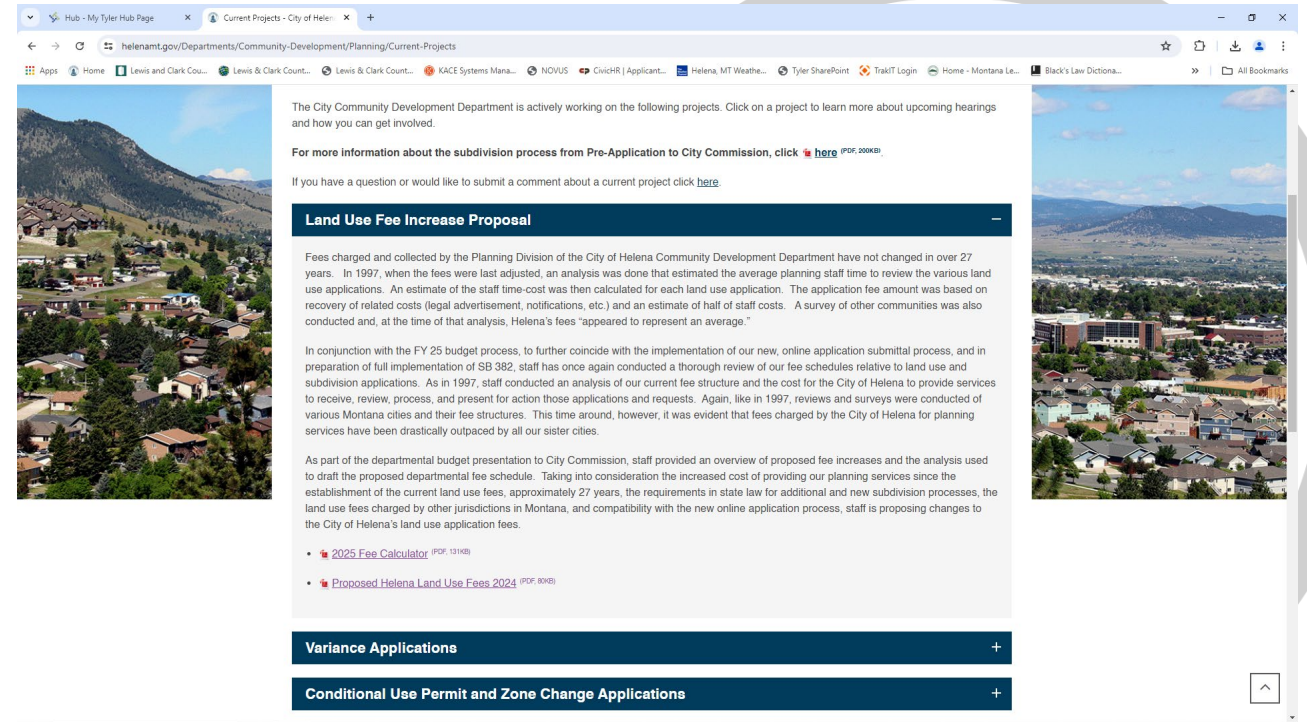
- Similar language as the Building Permit Fee Waiver
  - *B. For purposes of this section “affordable housing project” is defined as a housing project intended to house:*
    - *1. Homeless or disabled persons, as such terms are defined by the U.S. Department of Housing and Urban Development; or*
    - *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



# Our proposed fees have been on the Community Development webpage since our initial budget presentation

PUBLIC NOTICE/ENGAGEMENT

City of Helena



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



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# QUESTIONS ?

