MEMORANDUM

Date: September 3, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Patrick Wright
Growth Management Director

From: Taylor Brown
City Planner

Subject: **Planning Department Fee Schedule Resolution (File ID: 26-5808)**

Introduction

The Planning Department recommends approval of the proposed resolution adopting the Fiscal Year 2026–2027 Planning Department Fee Schedule, effective October 1, 2026. The updated schedule is attached to the resolution as Attachment A.

Background

On September 14, 2021, the City Commission adopted Resolution No. 21-182, approving the Planning Department Fee Schedule and authorizing annual fee adjustments of up to five percent. The schedule was most recently adjusted effective October 1, 2025.

The proposed Fiscal Year 2026–2027 schedule increases the applicable fees by a total of ten percent over the corresponding Fiscal Year 2025–2026 fees. Items for which no fee is currently charged remain unchanged. The adjustment is intended to better reflect the Department's current costs of reviewing development applications, processing notices, conducting inspections, and providing other related planning services.

The proposed resolution also repeals and supersedes Resolution No. 21-182 while retaining the existing policy of annual five-percent fee increases. Under the new resolution, the first annual increase would become effective October 1, 2027, with additional five-percent increases each October 1 thereafter unless amended or superseded by subsequent action of the City Commission.

Procurement

No expenditure or procurement is associated with this agenda item. Approval will update the fees collected by the Planning Department for the services identified in Attachment A.

Recommendation

The City Manager's Office recommends that the Mayor and City Commission approve the resolution adopting the Fiscal Year 2026–2027 Planning Department Fee Schedule, authorizing annual five-percent increases beginning October 1, 2027, and repealing and superseding Resolution No. 21-182.