

## **Recommendation to Town Board Regarding Fee Schedule Amendment**

Explanation of Purpose: Currently the Town of New Glarus charges an application fee of \$225 for those who are seeking a land division request for the purpose of defining residential building sites. However, the Town is increasingly paying for office labor and other costs for Public Hearings which do not fit the above criteria including, but not limited to the following: fenceline disputes, non-residential lot division of property by Certified Survey Map, and variance requests.

Expenses associated with Public Hearings: Approximately three to four hours time is required to prepare a Public Notice (the Deputy Clerk normally prepares at a rate of \$12.48/hour), post the Public Notice, fill out the application paperwork, research the current addresses of the abutting property owners and those within 600 feet of the applicant's property, gathering and photocopying the appropriate notification documents, drafting a cover letter, printing the letters for each property owner to be noticed, printing each envelope, stuffing each envelope and affixing postage, and submitting the Notice to the **Post Messenger Recorder**. In addition to labor is the expense of postage (average expense of \$ 3.52), photocopying and mailing supplies (average expense of \$1.50), printing the Public Notice in the newspaper (average cost of \$36), the per meeting expense paid to the Clerk/Treasurer who takes the minutes (\$25), and the per meeting expense paid to the Town Board Trustees and Chair (\$125).

Recommendation: The current policy for office research is the first forty-five minutes are free and each additional hour is at a rate of \$25/hour (no proration for partial hours). I would recommend adopting a similar policy for Public Hearing requests, by waiving the first forty-five minutes for Public Hearing preparation not covered by the fees already in place for those associated with a residential land division (Major or Minor). The remaining average of two to three hours labor would equal \$62.50 and other expenses would equal on average \$66.02 for a total of \$253.52. Based upon these average costs I think a fair fee would be in the \$75-\$100 range. I recognize that residents are already paying taxes to support running the Town Office for daily business, but at least part of this expense, which should not be excessive compared with actual expenses be considered as a user fee to hold down the taxes of those who do not request and/or require a Public Hearing.

Submitted by John Wright, Deputy Clerk-Plan Administrator 100125  
revised 100209