

Council Memo

Department Source: Community Development

To: City Council

From: City Manager & Staff

Council Meeting Date: July 20, 2026

Re: Unified Development Code Fee Schedule Revisions (Case # 198-2026)

Impacted Ward: Citywide

Executive Summary

If approved, the Unified Development Code Fee Schedule would be revised by generally increasing all “base fees” for Planning and Zoning services by \$50.00 and increasing the 2025 mailed public notice and posting fee by \$25.00. The proposed fee increases will assist in defraying costs incurred in delivering such services, of which several are mandatory. The revised fees are intended to become effective on October 1, 2026 coinciding with the beginning of the FY 2027 Budget cycle. This amendment would be the first comprehensive fee increase relating to UDC case types since 2019 which were implemented with the FY2020 Budget.

Discussion

The Community Development Department collects fees on nearly all of the services it offers relating to annexations & annexation agreements, Board of Adjustment actions, and planned development, rezoning, and subdivisions actions. Last year, a new set of fees were added to the Fee Schedule specifically designed to off-set the expenses associated with public notice mailings and on-site advertising signage.

As noted, the majority of the fees established within Sec. 29-6.3(a)(5) of the UDC were last amended in 2019 for the FY 2020 Budget year. These revisions adjusted the charges incurred for processing zoning verification letters and addressed fees charges for services not previously codified within the UDC. In 2025 new fees were added to cover public notice mailings and on-site advertising which previously were not uniquely identified in the fee schedule. The advertising fees shown within the UDC fee schedule were solely intended to cover the costs of public advertising in the Columbia Tribune as mandated by State law.

The attached amendment seeks Council authorization to permit an “across the board” fee increase for all UDC case types and actions. The attached amendment also includes several new fee line entries that have never appeared in the Fee Schedule, but rather were “rolled” into other categories making it difficult to be transparent about the fees being charged to our applicants. The new entries are simply being added to ensure clarity on what the fees are for a particular case type.

The fee increases are believed necessary to ensure that the charges for the services offered keep up with the staff costs associated with those services. The revised fees are typically within the upper one-third of other comparable communities to Columbia.

The attached UDC Fee Schedule amendment is believed appropriate and necessary such that revenue received for each UDC case type more closely covers the true administrative costs associated with case type.

Fiscal Impact

Short-Term Impact: Based on projected FY 27 case volume, revenue is estimated at approximately \$70, 717.

Long-Term Impact: None.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
09/02/2025	Adopted revisions to the UDC Fee Schedule. (Ord. 026076)

Suggested Council Action

Approve the attached amendment to the UDC Fee Schedule authorizing a fee increase to administrative costs and mailed public notification to become effective October 1, 2026.