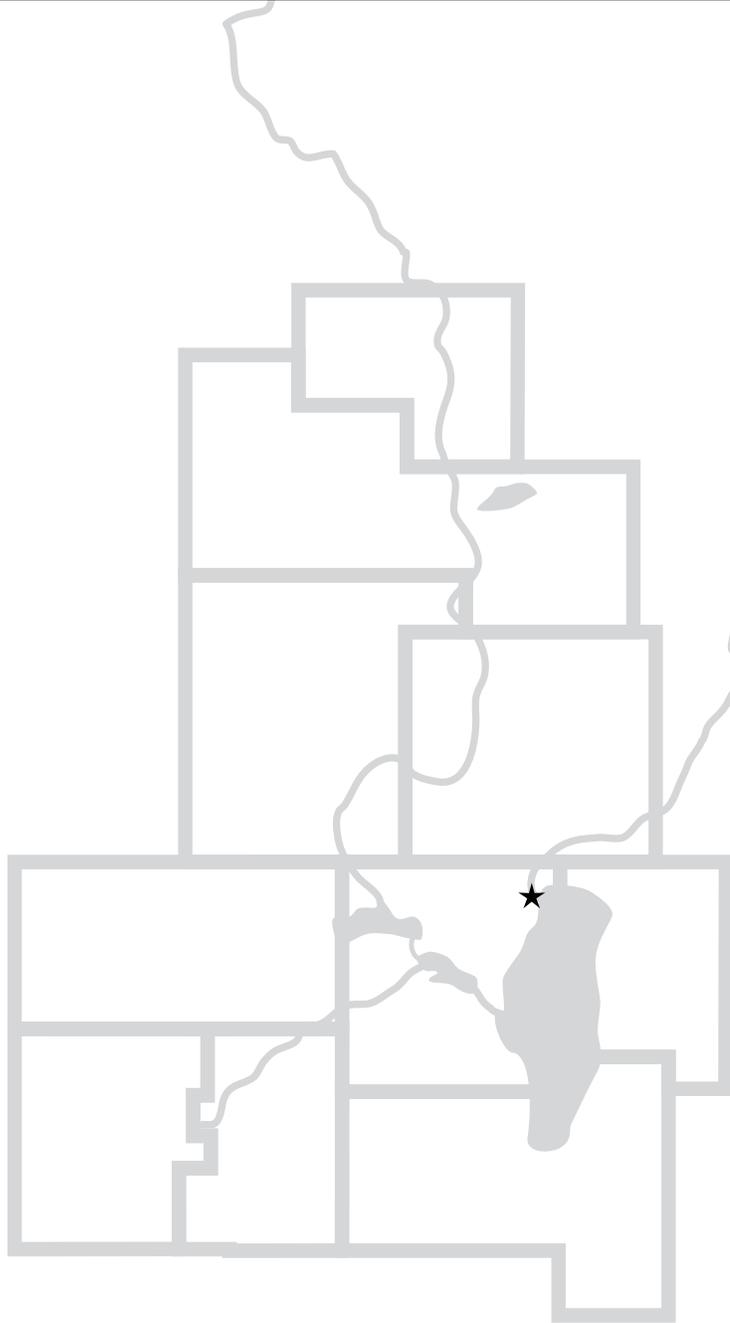


City of Menasha New Housing Fee Report, 2018



**Final
December 2019**

Housing Fee Report, 2018

City of Menasha

Prepared by the
East Central Wisconsin Regional Planning Commission

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ABSTRACT

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In 2018, the Wisconsin State Legislature approved new legislation which requires communities of 10,000 population or more to provide an annual report related to housing fees in an effort to shed light and foster change on affordable housing issues across the state. Specifically, reference Wis. Stats. 66. 10014 (Housing fee report).

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HOUSING FEE REPORT

HOUSING FEE REPORT

EXECUTIVE SUMMARY

In 2018, the Wisconsin State Legislature approved new legislation which requires villages and cities of 10,000 population or more to provide two separate annual reports related to housing affordability and housing fees in an effort to shed light and foster change on affordable housing issues across the state. The City of Menasha, along with 11 other communities in the region, elected to contract with the East Central Wisconsin Regional Planning Commission to prepare these reports. As such, a Housing Report Advisory Team was created so that input and feedback from all communities could be considered as the reports were prepared. Specifically, this document meets the requirements for Wis. Stats. 66. 10014 (Housing fee report).

HOUSING FEE REPORT

Requirements of this report include the following elements:

- (1) In this section, “municipality” means a city or village with a population of 10,000 or more.
- (2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's residential development fees. The report shall contain all of the following:
 - a. Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:
 1. Building permit fee.
 2. Impact fee.
 3. Park fee.
 4. Land dedication or fee in lieu of land dedication requirement.
 5. Plat approval fee.
 6. Storm water management fee.
 7. Water or sewer hook-up fee.
 - b. The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.

(3)

- a. A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled "New Housing Fee Report." If a municipality does not have an Internet site, the county in which the municipality is located shall post the information under this paragraph on its Internet site on a web page dedicated solely to development fee information for the municipality.
- b. A municipality shall provide a copy of the report under sub. (2) to each member of the governing body of the municipality.

(4) If a fee or the amount of a fee under sub. (2) (a) is not properly posted as required under sub. (3) (a), the municipality may not charge the fee.

Part 2A: The City of Menasha imposes the following fees or other requirements for purposes related to residential construction, remodeling, or development. Only fees the City sets/collects are included in this report. Fees set by others, such as sanitary and utility districts, county and etc., are not included in this report. A complete copy of the fee schedule is included in Appendix A. Table 1 lists the types and amounts of these fees.

Table 1: City of Menasha Schedule of Fees (2018)

Building permit fee	Impact fee	Park fee	Land dedication or fee in lieu of land dedication requirement	Plat approval fee	Final plat approval fee	Storm water management fee	Water or sewer hook-up fee
\$75 or .14 per sf of area (whichever is higher)	N/A	\$550 per dwelling unit in new subdivision	N/A	\$125	\$250 +\$25/per lot	varies	varies

Part 2B: The total amount of fees under Part A that the City of Menasha imposed for purposes related to residential construction, remodeling, or development in the prior year is listed in Table 2. This table only includes building and remodeling 2018 permit fees. It does not include fees collected for electrical, plumbing, HVAC, and other permits.

Table 2: City of Menasha Fees Collected (2018)

Building permit fee (new construction + remodel permits)	Impact fee	Park fee	Land dedication or fee in lieu of land dedication requirement	Preliminary Plat Approval fee	Final Plat Approval fee	Storm water management fee	Water or sewer hook-up fee	Total Fees collected
\$23,666.31	\$0.00	\$8,250.00	\$0.00	\$125.00	\$650.00	\$10,346.10	\$739.03	\$42,946.00

The 2018 average total fee cost for a new residential housing unit has been calculated by dividing the total amount of fees collected by the number of new residential dwelling units approved in the City in the prior year (Table 3).

Table 3: City of Menasha Approved Residential Dwelling Units by Type (2018)

Single Family Building Units	2-Family Building Units	Multi-family Building Units	Mobile Home Units	Total
17	0	0	0	17

Calculation: $\$42,776.44 \div 17 = \$2,516.26$

In 2018, the City of Menasha collected just over \$2,516 in fees for each new residential dwelling unit approved within the municipality.

Remodeling projects do not typically include the following fees: impact, park, land dedication or fee in lieu of land dedication requirement, preliminary plat approval, final plat approval, stormwater management, and water and sewer hookup. In 2018, the City collected \$3,966.31 in remodeling fees.

Calculation: $(\$42,776.44 - \$3,966.31) \div 17 = \$2,282.95$

The 2018 average total cost for each new residential dwelling, minus remodeling building fees was about \$2,283.

Lastly, it should be noted that with the recent trend of creating mixed use developments (i.e. first floor retail and upper story apartments), many such projects are dealt with under commercial land development procedures. As such residential units associated with these projects are not considered in this report's platting and permitting data. This also has the effect of increasing the "cost per approved residential unit" as shown in Table 3.



APPENDIX #A

Municipal Fee Schedule



**CITY OF MENASHA
COMMUNITY DEVELOPMENT DEPARTMENT
ZONING FEE SCHEDULE**

SITE PLAN: Review fees are as follows:

- Developed Area* Ratio Fee Schedule:
- < .21 \$5/10,000 sq. ft. of site area
 - .21 - .40 \$10/10,000 sq. ft. of site area
 - .41 - .60 \$15/10,000 sq. ft. of site area
 - .61 - .80 \$20/10,000 sq. ft. of site area
 - > .80 \$25/10,000 sq. ft. of site area

The minimum fee is \$150 and the maximum fee is \$650.
*The developed area ratio is the area occupied by structures and parking (the developed area) divided by the total area of the site.

- SITE PLAN AMENDMENT:** \$100
- SPECIAL USE PERMIT:** \$350
- TEMPORARY USE PERMIT:** \$225
- REZONING:** \$350
- VARIANCE:** \$350
- COMPREHENSIVE PLAN AMENDMENT:** \$250
- PARKING LOT REVIEW:** \$75
- CSM:** \$150 + \$25/lot
- PRELIMINARY PLAT:** \$125
- FINAL PLAT:** \$250 + \$25/lot
- ZONING COMPLAINT LETTERS:** \$30 residential; \$100 commercial
- FLOODPLAIN PERMIT:** \$50 residential; \$100 commercial.
- ZONING REVIEW:**
 - Residential New:* \$75
 - Residential Addition:* \$50
 - Residential Accessory Structure:* \$30
 - Commercial (only applies where no site plan/site plan amendment required):* \$75

- SIGN PERMITS:**
 - Business Center Signs:* \$150/sign + Special Use Permit (\$350)
 - Monument Signs:* \$150/sign
 - Monument Signs w/Electronic Message Centers:* \$250/sign + annual Inspection Fee (\$100) + Special Use Permit (\$350) if within 300ft of residential use or district.
 - Pole Signs (STH 441 Only):* \$150/sign
 - Projecting Signs:* \$75/sign
 - Sidewalk Signs:* \$50/sign
 - Wall, Awning, Canopy, or Marquee Signs:* \$75/sign

Residential Fee Schedule

Effective January 1st, 2019

Building	
New one/two Family Dwelling and Additions	\$0.14 per SF all areas (for each unit) \$75 minimum
Erosion Control	\$75
Remodel, Alteration & Other	\$0.10 per SF (\$50 minimum) If SF can't be calc b/c/ of project (example siding) then, \$35 + \$5 per \$1,000 the cost of project (\$50 minimum)
Accessory Structure (sheds, decks, detached garages, and similar)	\$0.12 per sq ft all areas (\$40 minimum)
Pools (permanent & temporary)	\$50 (includes electric)
Early Start Permit	\$50 (footings and foundations only)
Razing Fee	\$50 for the 1st 1,000 sq. ft. of floor area & \$25 per 1,000 sq. ft. of floor area thereafter
Occupancy Permit	\$50 (Per dwelling unit)
Temporary Occupancy Permit	\$50 (Per dwelling unit)
State Seal	\$33
Plumbing	
New One/Two Family Dwelling Additions, Alterations	\$40 + .04 per sq ft all areas (\$40 Minimum for each unit)
Replacement & Misc. Items	\$10 per thousand the value of the plumbing project \$40 Minimum
Electrical	
New One/Two Family Dwelling Additions, Alterations	\$40 + .04 per SF all areas \$40 Minimum for each unit
Replacement & Misc. Items	\$10 per thousand the value of the electrical project \$40 Minimum
HVAC	
New One/Two Family Dwelling Additions, Alterations	\$40 + .03 per sq ft all areas (\$40 Minimum for each unit)
Replacement & Misc. Items	\$10 per thousand the value of the HVAC project \$40 Minimum
Miscellaneous	
New HVAC License	\$45
HVAC License Renewal	\$30
Re-inspection Fee	\$35 Each (at inspector's discretion, example repeat offenders)
Failure to call for inspection	\$35 Each

Commercial Fee Schedule

Effective January 1st, 2019

Building	
New buildings and alterations	\$0.15 per SF - \$150 minimum
Erosion Control	See Engineering Department
Remodel	\$9 per thousand the value of the project \$75 minimum
Early Start Permit	\$100 (footings and foundations only)
Razing Fee	\$100 for the 1st 1,000 sq. ft. of floor area & \$50 per 1,000 sq. ft. of floor area thereafter
Occupancy (Permanent & Temporary)	\$100 each unit
Reroof/re-siding	\$8 per thousand the value of the project \$75 Minimum
Other	\$8 per thousand the value of the project \$75 Minimum
Plumbing	
New Building, Additions, Alterations (Alterations base on sq. ft. of alteration area)	\$10 per fixture \$50 Minimum
Replacement & Misc. Items	\$10 per thousand the value of the plumbing project \$50 Minimum
Electrical	
New Building, Additions, Alterations (Alterations base on sq. ft. of alteration area)	\$50 + .055 per sq ft all areas \$50 Minimum
Replacement & Misc. Items	\$10 per thousand the value of the electrical project \$50 Minimum
HVAC	
New Building, Additions, Alterations (Alterations base on sq. ft. of alteration area)	\$50 + .055 per sq ft all areas \$50 Minimum
Replacement & Misc. Items	\$10 per thousand the value of the HVAC project \$50 Minimum
Agricultural Building	
New Buildings	\$.04 per sq. ft. all floor areas
Remodel	\$5 per thousand of the value of the project \$40 Minimum
Other	\$40 Minimum
Commercial Zoning See Zoning Fee Schedule Sheet	

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