



To: Mayor and Town Council

From: Mark C. Meyers, Town Manager

Date: March 6, 2026

Subject: Proposed Community Development Fees

Background

Community development fees are currently in need of updating. This is due to a couple factors including increased cost to provide service and also newly adopted ordinances which did not have fees implemented with them. Attached is a report and recommendations from Permit Clerk Shaila Kuikahi. It includes a current list of fees and suggested adjustments. It also includes the introduction of new fees for sign permits, plan review, encroachment permits, rights-of-way permits, venue rental and reimbursement for third party reviews.

Shaila will be present at the March 11, 2026, work meeting to answer any questions.

Recommendation

Discuss adjusting and implementing fees for community development services for potential adoption at the March 17, 2026, regular town council meeting.