



To: Mayor and Town Council

From: Mark C. Meyers, Town Manager

Date: June 4, 2026

Subject: Proposed Community Development Fees

### **Background**

Some Community Development fees are currently in need of updating. This is due to a couple of factors including increased costs to provide service and newly adopted ordinances that did not have fees implemented with them. This includes the introduction of new fees for sign permits, encroachment permits, and rights-of-way permits. (Staff continues to work on grading permit fees which will be forthcoming.)

These fees were discussed at the March 11, 2026, work meeting. The consensus of Council was to hold a public hearing and consider adjusting fees effective July 1<sup>st</sup>.

In a related matter, staff is developing recommendations for other fees (for example, venue fees for use for the new town hall) and hopes to present them at the July work meeting.

### **Recommendation**

Staff requests Town Council discuss and consider adjusting Community Development fees following a public hearing.

VIRGIN, UTAH  
Resolution No. R2026-

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF VIRGIN, UTAH, AMENDING  
THE TOWN FEE SCHEDULE TO REVISE CEMETERY FEES, ESTABLISH COMMUNITY  
DEVELOPMENT AND PUBLIC WORKS PERMIT FEES, AND ADOPT A SIGN PERMIT FEE  
SCHEDULE PURSUANT TO VIRGIN MUNICIPAL CODE**

**WHEREAS**, the Town Council of the Town of Virgin, Utah ("Town"), is authorized by Utah law and the Virgin Municipal Code to establish and amend fees for municipal services, permits, applications, and administrative functions; and

**WHEREAS**, the Town Council finds that certain fees currently charged by the Town do not adequately recover the costs associated with providing services, processing applications, administering permits, and maintaining public facilities; and

**WHEREAS**, the Town Council desires to amend the Town Fee Schedule to provide for reasonable cost recovery and establish fees where none currently exist; and

**WHEREAS**, the Town Council finds that the fee adjustments and additions set forth herein are reasonable, necessary, and in the best interests of the residents of the Town of Virgin.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF VIRGIN, UTAH, THAT:.**

**Section 1. Amendment of Cemetery Fee Schedule**

The Town Cemetery Fee Schedule is hereby amended as follows:

| <u>Service</u>                 | <u>Residency</u> | <u>Current Fee</u> | <u>New Fee</u> |
|--------------------------------|------------------|--------------------|----------------|
| Cemetery Plot                  | Resident         | \$200              | \$400          |
| Cemetery Plot                  | Non-Resident     | \$300              | \$900          |
| Open/Close Gravesite (Weekday) | Resident         | \$150              | \$400          |
| Open/Close Gravesite (Weekday) | Non-Resident     | \$200              | \$800          |
| Open/Close Gravesite (Weekend) | Resident         | \$200              | \$500          |
| Open/Close Gravesite (Weekend) | Non-Resident     | \$250              | \$800          |
| Open/Close Gravesite (Holiday) | Resident         | N/A                | \$600          |
| Open/Close Gravesite (Holiday) | Non-Resident     | N/A                | \$1,000        |
| Sexton Administrative Fee      | Resident         | \$50               | \$100          |
| Sexton Administrative Fee      | Non-Resident     | \$75               | \$225          |
| Cremains Interment (Weekday)   | Resident         | N/A                | \$200          |
| Cremains Interment (Weekday)   | Non-Resident     | N/A                | \$300          |
| Cremains Interment (Weekend)   | Resident         | N/A                | \$300          |
| Cremains Interment (Weekend)   | Non-Resident     | N/A                | \$600          |
| Cremains Interment (Holiday)   | Resident         | N/A                | \$400          |
| Cremains Interment (Holiday)   | Non-Resident     | N/A                | \$700          |

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Fees identified as "N/A" represent new fees established by this Resolution.

## **Section 2. Community Development and Public Works Permit Fees**

The following permit fees are established or amended as follows:

| <u>Application Type</u> | <u>Current Fee</u> | <u>New Fee</u>                                           |
|-------------------------|--------------------|----------------------------------------------------------|
| Encroachment Permit     | N/A                | \$50 plus applicable third-party engineering review fees |
| Right-of-Way Permit     | N/A                | \$100                                                    |

All application fees shall be paid at the time of application submission and are non-refundable unless otherwise approved by the Town.

## **Section 3. Adoption of Sign Permit Fee Schedule**

Pursuant to Ordinance No. 2025-06 and Virgin Municipal Code Title 16, Chapter 52, the following Sign Permit Fee Schedule is hereby adopted.

### **A. Residential and Agricultural Zones**

| <u>Sign Type</u>                 | <u>Description</u>                               | <u>Fee</u>    |
|----------------------------------|--------------------------------------------------|---------------|
| Low Sign / Nameplate             | Up to 8 square feet, wall or fence mounted       | \$35          |
| Subdivision Entrance Sign        | Up to 20 square feet, monument-style             | \$75          |
| Special Event / Temporary Sign   | Up to 8 square feet, displayed for up to 14 days | \$25          |
| Additional Sign (Multi-Frontage) | Requires Planning & Zoning approval              | \$50 per sign |

### **B. Commercial and Resort Zones**

| <u>Tier</u> | <u>Description</u>                                                  | <u>Example</u>                   | <u>Fee</u>                                   |
|-------------|---------------------------------------------------------------------|----------------------------------|----------------------------------------------|
| Tier 1      | Building-mounted sign up to 20 square feet                          | Wall, awning, or projecting sign | \$75                                         |
| Tier 2      | Building-mounted sign up to 40 square feet                          | Standard business sign           | \$150                                        |
| Tier 3      | Freestanding monument sign up to 40 square feet and 6 feet high     | Ground or monument sign          | \$200                                        |
| Tier 4      | Business Center Monument Sign up to 60 square feet and 15 feet high | Shared multi-tenant sign         | \$300 plus \$50 per fixture                  |
| Tier 5      | Illuminated or Digital Sign                                         | Electronic or illuminated sign   | \$400 base fee plus \$25 per additional sign |

### **C. Temporary, Event, and Community Signs**

| <u>Sign Type</u>                 | <u>Duration</u>                | <u>Fee</u> |
|----------------------------------|--------------------------------|------------|
| Community or Special Event Sign  | Up to 30 days                  | \$25       |
| Construction or Real Estate Sign | Duration of project or listing | \$35       |
| Unified Community Business Sign  | Town-sponsored program         | No Fee     |

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#### Section 4. Administrative and Enforcement Fees

The following administrative and enforcement fees are adopted pursuant to Virgin Municipal Code §§52.9.7 through 52.12:

| <u>Action</u>                                 | <u>Fee</u>                              |
|-----------------------------------------------|-----------------------------------------|
| Permit Renewal (within one year)              | 50% of original permit fee              |
| Revision or Resubmittal                       | \$50                                    |
| Engineering Review (when required)            | Actual cost plus 10% administrative fee |
| Abatement or Removal of Non-Compliant Signage | Actual cost plus 20% administrative fee |
| Sign Code Violation Fine                      | \$750 per day per violation             |

#### Section 5. Incorporation into Town Fee Schedule

The fees adopted herein shall be incorporated into the official Town of Virgin Fee Schedule and shall remain in effect until amended by subsequent resolution of the Town Council.

#### Section 6. Administration

The Town Clerk, Community Development Department, Cemetery Sexton, and other authorized Town officials are directed to implement and administer the fees established by this Resolution

#### Section 7. Repealer

Any prior resolutions, fee schedules, policies, or portions thereof that are inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.

#### Section 8. Effective Date

This Resolution shall take effect upon adoption by the Town Council.

**PASSED AND ADOPTED** by the Town Council of Virgin, Utah, this 16 Day of June, 2026.

By: \_\_\_\_\_  
Jean Krause, Mayor

Attest: \_\_\_\_\_  
Krystal Percival, Town Clerk/Recorder

| <u>Vote</u>                  | <u>Aye</u>               | <u>Nay</u>               | <u>Abstain</u>           |
|------------------------------|--------------------------|--------------------------|--------------------------|
| Jean Krause, Mayor           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Paul Luwe, Council Member    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Valerie Wenz, Council Member | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| April McKeon, Council Member | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jim Kietzman, Council Member | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

RECORDED this \_\_\_\_\_ day of \_\_\_\_\_ 2026

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PUBLISHED or POSTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

In accordance with Utah Code Annotated §63G-30-102 as amended, I, the Town Clerk/Recorder of Virgin, Utah, hereby certifies that the foregoing Ordinance was duly passed and published or posted via Class A Notice at:

- 1) Utah Public Notice website
- 2) Virgin Town website, [www.virgin.utah.gov](http://www.virgin.utah.gov)
- 3) Virgin Town Hall

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Krystal Percival, Town Clerk/Recorder  
Virgin Town, Utah