

Housing Fee Report

City of Menasha

2021



Prepared by the
City of Menasha Community Development Department

ABSTRACT

TITLE: Housing Fee Report
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SUBJECT: Housing Development Fees
DATE: January 1, 2023

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

EXECUTIVE SUMMARY

In 2018, the Wisconsin State Legislature approved new legislation which requires communities of 10,000 population or more to provide two separate annual reports related to housing and housing fees in an effort to shed light and foster change on affordable housing issues across the state. 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, 2023, 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 (2019)

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.

Table 2: City of Menasha Fees Collected (2021)

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
\$74,937.61	\$0.00	\$15,400.00	\$0.00	\$375.00	\$3,950.00	\$1,475.23	\$0.00 (N/A)	\$96,137.84

The 2021 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). The City of Menasha does not charge a water or sewer hookup fee but various utilities throughout the city may charge a fee.

Table 3: City of Menasha Approved Residential Dwelling Units by Type (2021)

Single Family Building Units	2-Family Building Units	Multi-family Building Units	Mobile Home Units	Total
28	0	77	1	106

Calculation: $\$96,137.84 \div 106 = \906.96

In 2021, the City of Menasha collected just over \$906.96 in fees for each new residential dwelling unit approved within the municipality.





**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 COMPLIANCE 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



City of Menasha Engineering Fee Schedule

Excavation Permit

Work within City Road Right of Way. \$25

Erosion Control Permit

Subdivision Plats \$250 + \$25/Lot

Certified Survey Maps \$250 + \$25/Lot

Municipal Projects \$250

Utility Projects > 400' \$250

Minor Utility Projects > 100' but < 400' \$100

Commercial Projects \$200 for 1st acre + \$75/acre

Erosion Control Financial Guarantee

Commercial less than 1/2 acre \$500

Commercial between 1/2 and 2 acres \$1,000

Commercial greater than 2 acres 1.25 times the estimated install cost of erosion control.

Utility Projects & Municipal Projects \$500

Utility Projects & Municipal Projects requiring a more complex erosion control practice than inlet protection/tracking pad. 1.25 times the estimated install costs of erosion control

Post Construction Storm Water Management Permit

Sites with less than 20,000 square feet of disturbed impervious area and less than 1 acre of land disturbance \$300

Sites with more than 20,000 square feet of disturbed impervious area or one acre or more of land disturbance \$500 + \$0.0050/ft² of disturbed impervious area

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