



A HERITAGE OF GOOD LIVING

## City of Lathrup Village

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### MEMORANDUM

TO: Sheryl Mitchell Theriot, City Administrator  
FROM: Susie Stec, Community & Economic Development Director  
DATE: April 21, 2021  
RE: Proposed Rental Registration and Fee Schedule

Staff has been working over the past several months to ensure the city is consistently applying the various standards outline in Chapter 18 – Businesses, of the city code; specifically, as it relates to Article II – Business licenses and Article IV – Landlords and Tenants. During the annual review of the city’s fee schedule, it was determined that the rentals fees were not in alignment with Section 18-183. Registration and Fee Schedule. Staff evaluated fees in neighboring communities and conferred with the city’s Building Department consultants to develop the fees proposed below. The proposed fees will cover the administrative and inspection costs associated with rental licensing.

#### Section 18-183. Registration and Fee Schedule

(c) The annual registration fee schedule shall be established by city council resolution in the following categories:

- (1) Single-family dwelling; **\$150**
- (2) Two-family dwelling; **\$150**
- (3) Multiple-family dwellings, apartment, etc. containing three to ten units; **\$300 + \$25/unit**
- (4) Multiple-family dwellings, apartments etc. containing eleven to fifty units; **\$300 + \$25/unit**
- (5) Multiple-family dwellings, apartments, etc. containing in excess of 50 units; **\$300 + \$25/unit**
- (6) Commercial and office structures; **\$300 + \$25/unit**
- (7) Penalty fee for renting without license; **\$300 (in addition to regular fee)**
- (8) Inspection trip charge (in excess of three trips in a single registration period). **\$225**
- (9) Late registration fee. **\$25 (in addition to regular fee)**
- (10) Conditional license fee. **\$500 plus \$500 bond (bond to be returned when conditions met)**

***Suggested action: Motion by City Council to adopt the Rental Registration and Fee Schedule as written, effective on July 1, 2021.***