
MEMORANDUM – OFFICE OF THE TOWN PLANNER

TO: Board of Selectmen; Carter Terenzini, Town Administrator
FROM: Daniel Merhalski, Town Planner
RE: Proposed Planning Board Fee Schedule - 2010
DATE: Thursday, June 10, 2010
CC:



Following a review of the Planning Board's fees in May, and after deliberations with the Board at their May 26th regular Meeting, the Board voted unanimously (7-0) to forward to the Board of Selectmen for their consideration the attached proposed Fee Schedule for 2010.

The attached spreadsheet includes graphs, the proposed fee schedule for the Planning Board, the current fee schedule, and the relative fees other similar municipalities ([click here](#)). The Board's analysis focused on maintaining a degree of parity with the averages in the graphs, as well as accounting for, at least partially, the amount of staff time and resources necessary for the Planning Board's permitting process.

A few of the current fees being charged by the Planning Board are recommended to be removed as they are either not applicable, or are being absorbed into other applications (amendments to Subdivisions are proposed to be treated as the same as new Subdivisions as the amount of time reviewing them is the same as with a new application, while revoking a Subdivision is not an action that the Board will have an application for, due to this action being either a Board-initiated compliance measure, or the applicant effectively applying for a Voluntarily Merger their lots).

Based on the results of their analysis, a revision to the Town's current Planning Board Fee Schedule may be in order to better reflect both the average fees throughout the region and state, and to help recoup some of the costs to taxpayers for staff time and materials in reviewing applications. While Land Use Departments are never able to be self-funded, the fees a community charges are an attempt to offset a small portion of the costs that the Town incurs in reviewing applications, sending out notices to newspapers (which the Town currently pays 100% of the fee for) and other costs incurred in carrying out the responsibilities placed upon the Board and Town staff by statute and regulations.

The Planning Board recommends the proposed changes and requests that the Board hold the required Public Hearing on these proposed changes to the Fee Schedule at their earliest convenience.

If you have any questions about the attached budgetary figures, please feel free to contact me anytime via e-mail at dmerhalski@moultonboroughnh.gov or by phone at (603) 476-2347.