

Town of Clayton New Housing Fee Report, 2018



**Final
December 2019**



East Central Wisconsin
Regional Planning Commission
ECWRPC
Calumet • Fond du Lac • Menominee • Outagamie
Shawano • Waupaca • Waushara • Winnebago

Housing Fee Report

Town of Clayton

December, 2019

Prepared by the
East Central Wisconsin Regional Planning Commission

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ABSTRACT

TITLE: Town of Clayton Housing Fee Report, 2018

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SUBJECT: Housing Development Fees

DATE: December 2019

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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

HOUSING FEE REPORT

EXECUTIVE SUMMARY

In 2018, the Wisconsin State Legislature approved new legislation which requires villages and cities 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. While the Town of Clayton does not meet the requirements of Wis. Stats. 66.10014 and does not need to complete or post a copy of the fee report on its website, it has however decided to participate in a regional effort. The Town, along with 11 other communities in the region, elected to contract with the East Central Wisconsin Regional Planning Commission to prepare these reports. As such, a Housing Report Advisory Team was created so that input and feedback from all communities could be considered as the reports were prepared. 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, 2020, 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 Town of Clayton imposes the following fees or other requirements for purposes related to residential construction, remodeling, or development. Only fees the Town 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: Town of Clayton Schedule of Fees, 2018

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
\$600 (up to 2000 sq. ft.)/\$725 (2001-5000 sq. ft.)/\$800 + .10 per sq. ft. over 5,001 sq. ft.	\$575 (Fire impact fee)	\$321	Land dedication in lieu of Park Impact Fees	\$325.00 + \$25.00 per lot	\$325.00 + \$10.00 per lot	N/A	N/A

Part 2B: The total amount of fees under Part A that the Town of Clayton imposed for purposes related to residential construction, remodeling, or development in the prior year is listed in Table 2. This table only includes building and remodeling 2018 permit fees. It does not include fees collected for electrical, plumbing, HVAC, and other permits.

Table 2: Town of Clayton Fees Collected, 2018

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
\$13,534.53	\$8,146.00	\$2,889.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,569.53

The 2018 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 Town in the prior year (Table 3).

Table 3: Town of Clayton Approved Residential Dwelling Units by Type, 2018

Single Family Building Units	2-Family Building Units	Multi-family Building Units	Mobile Home Units	Total
10	0	0	0	10

Calculation: $\$24,569.53 \div 10 = \$2,456.95$

In 2018, the Town of Clayton collected almost \$2,457 in fees for each new residential dwelling unit approved within the municipality.

Remodeling projects do not typically include the following fees: impact, park, land dedication or fee in lieu of land dedication requirement, preliminary plat approval, final plat approval, stormwater management, and water and sewer hookup. In 2018, the Town collected \$4,337.53 in remodeling fees.

Calculation: $(\$24,569.53 - \$4,337.53) \div 10 = \$2,023.20$.

The 2018 average total cost of each new residential dwelling unit, minus remodeling building fees were about \$2,023.

Lastly, it should be noted that with the recent trend of creating mixed use developments (i.e. first floor retail and upper story apartments), many such projects are dealt with under commercial land development procedures. Lastly such residential units associated with these projects are not considered in this report's platting and permitting data. This also has the effect of increasing the "cost per approved residential unit" as shown in Table 3.

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APPENDIX A

Municipal Fee Schedule

Resolution 2009-010			
Attachment A			
Fee Schedule			
Created January 1st, 2009			
<u>Amendment #16 March 6th, 2019 (effective March 7th, 2019)</u>			
RENTAL FEES			
Clayton Park Pavilion			
Rental Fee	\$100.00		
Security Deposit	\$100.00		
ADMINISTRATIVE FEES			
Copies			
8.5 x 11	B&W \$0.30	Color \$0.70	
Larger than 8.5 x 11	\$1.00	\$2.50	
Location Fee	Actual Employees' hours + 4.5%		
Computer Data Disk	\$15.00		
Fax Service	\$2.00 for the first page	\$1.00 for every additional page	
Administrative Fee	\$55.00	Per hour with a 1-hour minimum	
NSF Fee	\$30.00	Plus any Bank charges to the Town	
Building Permit Report Request	\$25.00	(per request or per month)	
Regular Real Estate Inquiries	\$30.00	Enclose self addressed stamped envelope	
Rush Real Estate Inquiries	\$60.00		
Sales of Fireworks Permit	\$500.00		
Use of Fireworks Permit	\$10.00		
Mowing Charge	Actual Cost at \$125.00 per hour with a 1-hour minimum plus an Administrative Fee		
Road Sign Replacement	Actual Cost at \$125.00 per hour with a 1-hour minimum plus an Administrative Fee		
Concrete Driveway Apron Removal	By private Contract or actual cost of concrete removal and an Administrative Fee		
CEMETERY FEES			
PURCHASE:			
	Resident	Non-Resident	
Single Grave Site	\$ 500.00	\$ 1,000.00	
1/2 Plot (2 Sites)	\$ 750.00	\$ 1,500.00	
Plot (4 Sites)	\$ 1,250.00	\$ 2,250.00	
TRANSFER OF DEED:			
	Resident	Non-Resident	
Single Grave Site	\$25.00	\$50.00	
1/2 Plot (2 Sites)	\$30.00	\$60.00	
Plot (4 Sites)	\$40.00	\$80.00	
BURIAL:			
	Vault	Cremation	
April 16 - October 31			
Open/Close (Mon-Fri)	\$540.00	\$295.00	
Open/Close (Sat-Sun and Holidays)	\$640.00	\$395.00	
November 1 - April 15			
Open/Close (Mon-Fri)	\$795.00	\$375.00	
Open/Close (Saturday)	\$895.00	\$475.00	
Open/Close (Sun and Holidays)	\$970.00	\$550.00	
Oversized Vault	\$60.00		
Snow Removal (Per hour) (1-hour minimum charge)	\$120.00	\$120.00	
Burial Site Location (per event)	\$100.00	\$100.00	

Resolution 2009-010				
Attachment A				
Fee Schedule				
Created January 1st, 2009				
<u>Amendment #16 March 6th, 2019 (effective March 7th, 2019)</u>				
OPERATOR LICENSES				
Regular (2-year or portion of 2-year)		\$60.00		
Provisional (60-day)		\$15.00		
Temporary (Not-for-profit, work for free)		\$15.00		
Duplicate (if lost/stolen)		\$15.00		
ALCOHOL LICENSES				
Liquor		Class A	Class B	
	Regular	\$200.00	\$400.00	
	Provisional (60-day)	\$50.00	\$100.00	
Beer		Class A	Class B	
	Regular	\$150.00	\$100.00	
	Provisional (60-day)	\$50.00	\$50.00	
Picnic		Class B		
	Beer	\$10.00		
	Wine (2max/12mo.)	\$10.00		
	Beer & Wine	\$10.00		
Wine		Class C		
	Regular	\$100.00		
	Provisional (60-day)	\$50.00		
Cigarette (OTC Only)		\$100.00	(eff. 6/22/2010)	
Change of Agent		\$75.00		
Amend Premises		\$75.00		
Publication		\$75.00		
Beer Garden (Non-Refundable)		\$100.00	(annual permit valid July 1st through June 30th, not automatically renewed)	
Event (Non-Refundable)		\$150.00	(per event - 2-day maximum)	
Event Extension Fee (Non-Refundable)		\$25.00	(fee for each additional 24-hour event period)	
DOG LICENSES				
Annual License	Spayed/Neutered	Unaltered	Multiple Dog	(max. 12 dogs)
Through March 31 of the CY	\$5.00	\$10.00	\$40.00	
After April 1 of the CY	***Additional \$10 late fee per dog			
DEVELOPMENT				
Utility				
Annual		\$500.00		
	Individual	\$100.00		
Access and Culvert				
	Driveway Access	\$150.00		
	Culvert Installation Permit	\$300.00		
	Agricultural Crossing	\$50.00		
	Trail Crossing (Private)	\$10.00		
	Temporary Access Permit	\$25.00		
Right-of-Way Access				
	Access Permit	\$300.00	+ any additional expenses	
	Work in Right-of-Way	\$100.00	+ any additional expenses	
Signs				
	Minimum fee for signs up to 20 sq. ft.	\$40.00		
	For signs over 20 sq. ft.	Minimum Fee plus 0.75 for every Sq. Ft. over 20 Sq. Ft.		

Resolution 2009-010		
Attachment A		
Fee Schedule		
Created January 1st, 2009		
<u>Amendment #16 March 6th, 2019 (effective March 7th, 2019)</u>		
Community Development		
Comprehensive Plan Amendment	\$500.00	
Zoning		
Conditional Use Application	\$250.00	
Re-zoning Application	\$250.00	
Variance Application	\$250.00	
Development Site Plans:		
Minor Site Plan	\$120.00	(i.e. Parking Lot)
Site Plan	\$250.00	
Site Plan As-Built if Required	Actual cost	
Land Sub-divisions		
Certified Survey Map (CSM)		
CSM	\$250.00	
Development Concept Plans		
Commercial / Industrial	\$325.00	
Residential (0-40 acres)	\$425.00	
Residential (40+ acres)	\$550.00	
Development Plats		
Preliminary Plats	\$325.00	+\$25.00 per lot
Final Plats	\$325.00	+\$10.00 per lot
Public Infrastructure Improvement Agreements:		
Town Road Design	Actual cost	
Town Road Bidding	Actual cost	
Town Road Construction Supervision	Actual cost	
Town Road As Built Plans	Actual cost	
Ponds		
Artificial	\$200.00	(less than 1,000 sq. ft.)
Artificial	\$300.00	(1,001+ sq. ft.)
Drainage Review		
Commercial / Industrial	\$450.00	+ \$25.00 per Acre Typ.
Residential	\$450.00	+ \$20.00 per lot
Community Well / Sanitary Review		
Septic System	\$550.00	+ \$25.00 per Lot
Well	\$550.00	+ \$25.00 per Lot
Initial Consultation		
	\$115.00	per Hour at Engineer's Office
Residential Permits		
Building Inspector: Tom Spierowski --- 6460 Paynes Point Rd., Neenah, WI 54956 Tel. (920) 428-3361 or (920) 729-4947		
Zoning Permit	\$120.00	
Erosion Control Permit	\$200.00	
New (up to 2000 Sq. Ft.)	\$600.00	
New (2001 to 5000 Sq. Ft.)	\$725.00	
New (over 5001 Sq. Ft.)	\$800.00	base fee + .10 per sq. ft. over 5,001 sq. ft.
New 1 & 2 Family State Permit	\$35.00	
Addition (all areas involved)	\$175.00	base fee + .10 per sq. ft. all areas involved
Remodel (all areas involved)	\$150.00	base fee + .10 per sq. ft. all areas involved
Siding-Window-Roofing Replacement	\$50.00	
Foundation Repairs	\$50.00	
HVAC Replacement	\$40.00	
Garage / Accessory Buildings	\$75.00	+ .10 per sq. ft. with a maximum of \$500.00
House Moving		***Same fee as new residential
Razing Any Structure	\$60.00	

Resolution 2009-010			
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Mechanical Permits			
Electrical			
Service	\$65.00	for a temporary service or service upgrade	
New / Addition / Remodel	\$65.00	Base fee + .03 per sq. ft.	
New Home	\$100.00		
HVAC			
New/Addition/Remodel	\$65.00	Base fee + .03 per sq. ft.	
New Home	\$100.00		
Plumbing			
	\$65.00	Base fee + .03 per sq. ft.	
Special Inspection & Re-inspections		\$65.00	Per hour (1-hour minimum)
Work started before permit issued		***Double Fees	
Outdoor Wood Burning Furnace			
General Permit	\$75.00		
Variance	\$50.00		
Appeal	\$150.00		
Permit	***Call Building Inspector		
Commercial			
New Construction or Additions	\$225.00	Base fee + .10 per sq. ft.	All areas involved
Commercial Remodel (all areas involved)	\$175.00	Minimum Fee (plus \$7.00 per thousand of valuation up to \$100,000.00)	
Mechanical Permits			
Electrical			
Service	\$65.00	for a temporary service or service upgrade	
New / Addition / Remodel	\$65.00	Base fee + .03 per sq. ft.	
New Home			
HVAC			
New / Addition / Remodel	\$65.00	Base fee + .03 per sq. ft.	
Replacement			
Plumbing			
New / Addition	\$65.00	Base fee + .03 per sq. ft.	
Remodel	\$40.00	+ \$4.00 per fixture	
Occupancy / Temp.Occupancy Permit		\$65.00	
Early Start (Plan Approval Needed)		\$65.00	
Work Started Before Permit Issued		***Double Fees	
Special Inspection & Re-Inspection		\$65.00	Per hour (1-hour minimum)
Razing Any Structure		\$60.00	
Amended this		6th, day of <u>March</u> , 2019, by the Town Board of the Town of Clayton.	
Ayes		Nays	
Russell D. Geise, Town Chair _____			
Attest: Richard Johnston, Town Administrator _____			

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