



G R E A T E R S A L T L A K E

Municipal Services District

To: All Metro Township and Town Mayors

From: Travis Hair - Planner, Greater Salt Lake MSD

Date: May 6, 2020

Re: 2020 Fee Schedule and Related Ordinance Adoption

Recommendation: The Municipal Service District Board of Trustees (the Board) adopted an updated fee schedule on April 8th, 2020. All municipalities should adopt the same schedule and update their codes to ensure the ordinance allows for adoption, removes the outdated code and its obsolete fee and schedule procedures that are no longer used. Proposed ordinance changes and language are attached with this memo.

Background: Most municipalities around the state of Utah update their building and planning fee schedules on an annual basis along with the budget. This is due to changing requirements mandated by outside agencies, budgetary needs, and the need to keep current with industry standards.

Currently, the MSD is using a fee schedule developed in 2019 as approved by the Board. The updated schedule attached is identical to the 2019 schedule except for the year in the document, the International Building Code (IBC) Fee table found on page 9, and minor typographical errors corrected. The IBC updates their schedules, which the building department uses, on semi-annual basis, however most municipalities update once a year.

Going forward, changes can be made at any time when major items need to be altered. The fee schedule should be evaluated each October. This review ensures compliance with state and local codes, and any updates as determined by the staff and the Board. The updated schedules are then adopted by each municipality with their budget prior to the new calendar year.

The 2020 Fee Schedule has been approved by the Board and proposed ordinance language has been drafted and attached to this memo. The proposed changes alter language in Title 3 and therefore not required to be reviewed by planning commissions. Each council, except for the Town of Brighton, needs to adopt the ordinance language prior to adopting the fee schedule. Brighton may adopt the new schedule immediately as it does not have the same sections that need amending in Title 3 and therefore does not need to adopt the ordinance changes.

Please note, the proposed language simplifies adoption procedures going forward; thus, ordinance amendments are not required each year. Adoption can be done by resolution rather than ordinance.

Next steps include asking your municipal attorney to review the language and provide edits as needed. Once approved by your counsel, please include the ordinance and 2020 Fee Schedule on the next Council agenda for adoption. When adopted, please provide the executed ordinance to the MSD records clerk. Should you have questions, please contact me at THair@msd.utah.gov. Thank you.