

MEMORANDUM

To: City of Seguin Mayor, Council Members, and City Manager
From: Pamela Centeno, Director of Planning & Codes
Through: Melissa Reynolds, Assistant City Manager | City Engineer
Subject: **Proposed Fee Schedule Amendments – Appendix A, Unified Development Code**
Date: August 6, 2026

Background

Attached for your review are the proposed development fee updates for the City of Seguin for FY 2026-2027. As part of our evaluation, staff conducted a comparative analysis of fee structures across six other municipalities in Texas. While several neighboring cities assess considerably higher fees for some of these development fees, staff does not typically recommend making steep adjustments to fees from one fiscal year to the next. However, our current fee schedule does not generate sufficient revenue to cover the actual costs of processing and reviewing development applications and staff finds it important to ensure that fees are increased accordingly to address this issue. Typical expenses for development applications vary depending on the type of application but often include expenses for public engagement costs (notification letters and legal ads), software and technology costs, and most significantly, costs for salaries and benefits for City staff. The proposed adjustments to the fees aim to better align application fees with the actual operational costs of service delivery.

Based on our research and consideration of the actual costs to process certain development applications, staff is proposing the following updates to the City of Seguin's fees for development applications:

Appendix A. Unified Development Code

<i>Subdivision, Zoning and Site Development Fees:</i>			
	Subdivision	0—5 Acres	5+ Acres
	Amending plats <u>(including vacation plats)</u>	\$500.00	\$500.00
	Preliminary plat	\$300.00 <u>\$500 plus \$25 per acre</u>	\$300.00 <u>\$500 plus \$25 per acre</u>
	Minor (administrative) revisions to subdivision concept plans	\$300.00 <u>\$500.00</u>	\$300.00 <u>\$500.00</u>

Site plan review: (Site Development Permits)		
Less than 1 acre	\$350.00 <u>\$500.00</u>	
1—5 acres	\$500.00 <u>\$750.00</u>	
5.01—20 acres	\$750.00 <u>\$1,500.00</u>	
20.01+ acres – 50 acres	\$1,000.00 <u>\$3,000.00</u>	
<u>Over 50 acres</u>	<u>\$5,000.00</u>	
Miscellaneous Fees:		
<u>Petition for Voluntary Annexation</u>		<u>\$1,000</u>
<u>Petition for Release from Extraterritorial Jurisdiction (ETJ)</u>		<u>\$200</u>
<u>Development Agreements</u>		<u>\$5,000.00</u>
Zoning Fees:		
Zoning change request		\$500.00
0-5 acres		<u>\$500.00</u>
Over 5 acres		<u>\$1,000.00</u>

	General land use plan (GLUP)	
	0—5 acres	\$500.00 <u>\$1,000.00</u>
	<u>5.01</u> —20 acres	\$750.00 <u>\$2,000.00</u>
	20.01+ acres – <u>50 acres</u>	\$1,000.00 <u>\$3,500.00</u>
	<u>Over 50 acres</u>	<u>\$5,000.00</u>
	General land use plan revisions (<u>excludes administrative revisions</u>)	\$250.00 <u>\$500.00</u>

Staff Recommendation

Based on the increasing costs of processing and reviewing development applications for this growing community, staff is requesting approval of an ordinance to amend and increase the fees for the development applications as proposed and included in the attached draft ordinance.