



Staff Report

Coalville City
Community Development Director

To: Coalville City Council and Mayor
From: Don Sargent, Community Development Director
Date of Meeting: December 12, 2022
Re: City Fee Schedule Updates
Action: Possible Adoption

City Fee Schedule Updates

REQUEST

Review, discuss and possibly adopt updates to the city fee schedule.

BACKGROUND

From reviewing and processing several recent project applications and applying existing fees it has come to the attention that the city fee schedule should be updated.

ANALYSIS

It has come to the attention of the City that application fee and other payments with credit cards are becoming increasing common. Although these payments are convenient for the payer, the City has been paying a sur-charge from the credit card companies to process these payments. Depending on the credit card company used and the type of processing applied the sur-charge can be substantial, ranging from 2% up to 10% of the amount paid. Typically, charges have been averaging around 2-3 percent for most payment. Other jurisdictions typically add an additional percentage to the payment amount to cover these credit card sur-charges.

As identified with the review of recent development applications, the existing fee amount for processing a conditional use application is insufficient to cover the required review process. Conditional Use Permit applications require a public hearing with both the Planning Commission and City Council to address the criteria and requirements of the development code and engineering standards for the proposed use. The current fee amount is low compared to other jurisdictions.

Attachment A includes the "Track Changes" updated fee schedule.

Attachment B includes Resolution No. 2022-10 for possible adoption.

RECOMMENDATION

Staff recommends the City Council review and discuss the fee schedule updates and consider adoption of Resolution 2022-10.

ATTACHMENTS

- A. "Track Changes" Updated City Fee Schedule**
- B. Resolution No. 2022-10**

ATTACHMENT A

RESOLUTION NO. 2022-~~7~~10 COALVILLE CITY FEE SCHEDULE

COMMUNITY DEVELOPMENT (PLANNING) FEES

- 1) **Annexation:** \$1,500 + \$10/acre
- 2) **ALJ Administrative Appeal Hearing:** \$500
- 3) **ALJ Administrative Variance Hearing:** \$500
- 4) **Conditional Use Permit:** ~~\$750~~ \$1,000
- 5) **Condominium Plat:** (same as subdivision fees)
- 6) **Master Planned Development (MPD):** \$25 per lot or unit/\$50 per 1,000 sq. ft. (non-residential)
- 7) **Development Agreement:** \$1,500
- 8) **Development Agreement Amendment:** \$500 (minor) \$750 (major)
- 9) **Zone Map Amendment:** \$1,500
- 10) **Development Code Text Amendment:** \$1,500
- 11) **Concept Plan:** \$25 per lot or unit/\$50 per 1,000 sq. ft. (non-residential)
- 12) **Preliminary Subdivision Plat/Site Plan:** \$250 per lot or unit/\$125 per 1,000 sq. ft. (non-residential)
- 13) **Final Subdivision Plat/Site Plan:** \$150 per lot or unit/\$100 per 1,000 sq. ft. (non-residential)
- 14) **General Plan Amendment:** \$1,500
- 15) **Lot Line Adjustment:** \$500
- 16) **Lot of Record Determination:** \$100 / parcel
- 17) **Low Impact Permit:** \$500
- 18) **Subdivision Plat/Site Plan Amendment**
 - a. Administrative process (if no public hearing is held): \$500
 - b. Public process (if a public hearing is held): \$750
- 15) **Public Hearing Notification and Publication:** \$150 (fee due at the time of application submittal)
- 16) **Sign Permit:** \$75/sign
- 17) **Temporary Use Permit:** \$250

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- 18) **Minor Subdivision/Site Plan** (1-5 lots or units): \$200 per lot or unit/\$150 per 1,000 sq. ft. (non-residential)
- 19) **Short-Term Rental:** \$750 (initial application)
- 20) **Pre-Application Fees:** In the event an applicant requests a Staff review and/or Planning Commission Work Session prior to filing a formal application, a \$200 minimum fee shall be required. If a formal application is filed following the Staff review and/or Planning Work Session, the \$200 will be applied toward the application fee.

Note: Non-residential square feet are calculated from gross building area (exterior wall to exterior wall).

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ENGINEERING and PUBLIC WORKS FEES

1) **Construction Plans Review** (due with Final Subdivision Plat and Final Site Plan Application submittals): \$200 per lot or unit
\$175/1,000 sq. ft. (non-residential)

Note: Non-residential square feet are calculated from gross building area (exterior wall to exterior wall).

2) Construction Inspection Fee:

- a. For projects with estimated construction cost less than or equal to \$500,000, the fee is 1.5% times the construction cost.*
- b. For projects with estimated construction cost more than \$500,000, the fee is \$7,500 plus 1% times the construction cost.*

* Construction costs to be included in the fee calculation are for all "Public" Improvements including sewer, water, secondary water, and roads. It does not include building or structure improvement costs.

3) Public Street Vacation: \$500

4) Excavation Encroachments and Structures in the City Right of Way

- a. **Non-refundable Application Fee:** \$100
- b. **Driveway Encroachment Permit:** \$250 per Encroachment + \$150 Re-inspection Fee
- c. **Structure Encroachment Permit:** \$200 first structure + \$50 per additional structure
- d. **Asphalt Cut (including saw cuts, or excavations, or potholing not with soft dig methods):**
 - i. Asphalt \leq 3 years old: \$500 + \$0.50 per square foot
 - ii. Asphalt 3 years old or older: \$250 + \$0.25 per square foot
- e. **ROW or Roadway crossings using no trench methods (i.e., boring with no asphalt cuts):** \$200 per crossing + \$0.30 per linear foot
- f. **Sidewalk, Curb, Gutter, Misc. Concrete:** \$200 per cut + \$0.150 per square foot
- g. **Road Closure Permit:** \$200

5) Bonding For All Work

- a. Cash Bond \$1,500 for Summer work; held by City and refundable 1 year after final inspection
- b. Cash Bond \$2,000 for Winter work; held by City and refundable 2 years after final inspection
- c. For projects where repair is estimated to exceed \$2,000, a cash or surety bond for 120% of the estimated cost to complete restoration and revegetation.
- d. For Utility Companies with bonding in place, proof of that bonding and contractor's access to the bonding is satisfactory.

6) Excavation, Grading, and Filling on Private Property

a. Grading Permit
i. **Less than 5,000 cubic yards: \$250/application**

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- ii. **Equal to or more than 5,000 cubic yards:** \$500/application
- b. **Revegetation Bond:** 120% of the estimated cost to complete revegetation
- c. **Completion Bond:** 120% of the estimated cost to complete restoration

7) Floodplain Development

- a. **Application Review:** \$250 per application
- b. **Floodplain Determinations:** \$100 per request

8) Storm Water Pollution Prevention Plan and Erosion Control Plan

- a. **Sites Less Than One Acre:** \$200 per application
 - i. \$100 Re-inspection Fee
- b. **Sites of 1 Acre or More:** \$300 per Application + \$20 per additional acre
 - i. \$100 Re-inspection Fee
- c. **SWP3 and ECP Bond:** 120% estimated cost to implement

9) Construction Water Use Fees: This fee is for the sale of water via a fire hydrant connection for the purpose of construction uses. The sale must be approved by the Coalville City Public Works Director (PWD). The PWD will also determine the connection site for the point of sale and reserve the right to stop the sale of water at any time for any reason. Sale of water is dependent upon the availability and, day to day city water operations. All connections to a truck, trailer or other means of transporting water must be approved by a public works employee. Water will be metered and charged per/gal. A fee will be assessed for connection and inspection.

- a. Water Meter Connections:**
 - i. \$100.00 during public works normal working hours
 - ii. \$150.00 after public works normal working hours
- b. Water Rates:**
 - i. \$3.50 per 100/gal or 0.035 cents per/gal
 - ii. \$4.50 per 100/gal or 0.045 cents per/gal after public works normal working hours
 - iii. 1000 gallons or less will be charged \$35.00 per/load

Note: Wet water may not be sold or transferred by individual Coalville City water users, property owners, or businesses to any person or entity within or outside Coalville City limits.

SEWER AND WATER FEES

Sewer

1) Connection Fees: \$1,500 (impact fees may also be applicable)

Water

1) Connection Fees:

- a. 3/4-inch connection: \$1,350
- b. 1-inch connection: \$1,850
- c. 2-inch connection: \$3,200

2) Reconnection Fee: \$35

3) Deposit Fee for Connection: \$200

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- 4) **Secondary Water Meter:** Actual cost of meter plus \$200 installation fee
- 5) **Fee-in-lieu of Water Dedication:** \$12,500 plus \$2,000 conversion fee per water right

BUILDING PERMIT FEES

1) Building Valuations

- a. Agricultural Buildings: \$20 per square foot
- b. Non-Agricultural
 - i. Commercial Structures per the International Building Code (IBC).
 - ii. Residential Structures per the International Residential Code (IRC).

Value per square foot based on type of construction and Occupancy as found in the current Building Valuation Data Sheet as printed in the Building Safety Journal published by the International Code Council (ICC)

- c. Remodels and Basement finishes: Valuation based on 50% of sq. ft. values from above.
- d. Garages: \$49.88 per square foot.
- e. Decks: \$10 per square foot

2) Building Fees

- a. Agricultural Buildings: \$6 per \$1000 of valuation or fraction thereof.
- b. Non-Agricultural
 - i. Commercial structures built per the IBC
 - ii. Residential structures built per the IRC

Fees in accordance with Coalville City Building Permit Fees

3) Plan Review Fees

- a. Agricultural Buildings: No Fee
- b. Commercial Structures: 65% of building permit fee
- c. Residential Structures: 65% of building permit fee
- d. Detached garages with no living space, decks/porches for existing structures, and accessory buildings: 15% of buildings permit fee

4) Plumbing Permit Fees

- a. Permit Issuance Fee: \$10
- b. System Fee (does not include \$10 issuance fee):
 - i. Agricultural Buildings: \$0.03 per square foot
 - ii. Commercial Structures per the International Plumbing Code (IPC): \$0.03 per square foot

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iii. Residential Structures per the IRC: \$0.03 per square foot

5) Mechanical Permit Fees

- a. Permit Issuance Fee: \$10, plus \$0.03 per square foot
- b. System Fee (does not include \$10 issuance fee):
 - i. Agricultural Buildings: \$0.03 per square foot
 - ii. Commercial Structures per the International Mechanical Code (IMC)
\$0.03 per square foot
 - ii i. Residential Structures per the IRC: \$0.03 per square foot

6) Electrical Permit Fees

- a. Permit Issuance Fee: \$10
- b. System Fee (does not include \$10 issuance fee):
 - i. Agricultural Buildings: \$0.03 per square foot
 - ii. Commercial Structures per the National Electric Code (NEC)
\$0.03 per square foot
 - iii. Residential Structures per the IRC: \$0.03 per square foot

7) Alternative Energy Permits: These permits are separate from the permits issued for new construction and are based on 50% of the actual permit cost. These permits include, but are not limited to, solar hot water, photovoltaic, geo-thermal, and wind generated power.

- a. Photovoltaic System: \$350
- b. Geo-Thermal: \$250
- c. Solar Hot Water: \$125
- d. Wind Generator: \$125
- e. Permit Issuance: 10% of review fee

UTAH STATE SURCHARGE: A 1% surcharge on all permits to be collected and remitted to the State of Utah as per UCA 58-54-9-3, as amended.

8) Other Inspections and Fees

- a. Inspections outside of normal office hours: \$100 per hour (minimum of one hour)
- b. Re-Inspection fee assessed under the provisions of Chapter 1 of both the IBC and IRC: \$100 per occurrence
- c. Inspections and permits for which no fee specifically indicated: \$100
- d. Additional plan review required by changes, additions, or revisions to approved plans: \$100 per hour (minimum of one hour)

9) Demolition Permit: \$400

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Total Valuation	Fee
Less than \$2000	\$24 for the first \$500 plus \$3.50 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$76.50 for the first \$2,000 plus \$16.50 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$456 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$756 for the first \$50,000 plus \$8.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,000 to \$500,000	\$1,181 for the first \$100,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,781 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$6531 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.

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Fees for inspections not specifically listed shall be determined by the Building Official

PROVISIONS APPLICABLE TO COMMUNITY DEVELOPMENT, ENGINEERING, PUBLIC WORKS, AND BUILDING FEES

1) Refunds of Fees

Community Development, Engineering and Public Works Fees

A refund may be given in an amount not to exceed fifty percent (50%) of the application fee or fees paid, when the application is withdrawn, in writing, prior to any of the following:

- a.** Issuance of any notice of public hearing or prior to begin placed on agenda of the Planning Commission, Board of Adjustment, or City Council.
- b.** Completion of the review of any documents or plans submitted with the application.
- c.** An inspection or site visit requested by the applicant or performed by Staff.

Building Fees

A refund may be given in an amount not to exceed eighty percent (80%) of the building permit fees paid, at the discretion of the Building Official if work has not commenced on the permitted project and more than six months has not passed since the granting of the permit. Plan review fees are not refundable.

2) Special Services

Professional Consultant Fees: In the event it is necessary for the City to obtain the services of a planner, engineer, attorney, or other outside professional consultant to review an application, conduct inspections or provide other services, the applicant shall pay the actual hourly review cost incurred by the City for such services.

Special Circumstances: If an application requires specialized review, evaluation, or research for a unique or special circumstance(s), the applicant shall pay the hourly review costs of city staff or outside professional consultants to conduct the additional review.

3) Hourly Review Costs

Hourly review costs include the review of applications by city staff at current hourly rates at the time of review. Hourly review costs also include fees to review an application by an outside professional consultant.

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Hourly Review Costs Paid Prior to City Action: Any hourly review costs to date, including outside professional consultant fees, shall be paid to the city by the applicant prior to any work session, public hearing, or other action taken by the city on the application.

4) Double Fees

Any person, firm, corporation, or any other entity who commences any development activity before obtaining the necessary permits shall be subject to double permit fees for the specified application. The payment of such double fee shall not relieve anyone from fully complying with the requirements of applicable codes and ordinances in the execution of the work nor from any other penalties prescribed herein.

Coalville City shall have the right to issue a stop work order if development activity is commenced or continued without obtaining the necessary permits.

"Development Activity" as used herein includes any of the following activities requiring a permit:

- a. Change in use.
- b. Construction, clearing, filling, excavating, grading, paving, dredging, mining, drilling or otherwise significantly disturbing the soil of a site.
- c. Building, installing, enlarging, replacing or substantially restoring a structure, impervious surface.
- d. Erection of a sign.
- e. Alteration of a historic property for which authorization is required under this title.
- f. Any activity increasing the need for parking or generating additional traffic.
- g. Construction, elimination, or alteration of a driveway within a public road right-of-way.
- h. Demolition of existing structures.

5) Review and Revision of Fee Schedule

The City shall review the fee schedule every two (2) years and revise the fee schedule as necessary to ensure that the fees cover the actual cost of processing applications but in no case exceeds that amount.

6) Credit Card Payment Service Charge: 3% of amount charged on debit or credit cards (monthly utility payments are exempt)

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ADMINISTRATIVE CODE ENFORCEMENT FEES/FINES (fees/fines shall be doubled for repeat offenses)

1) Community Development (Planning)

- a. Sign violation: \$100
- b. Re-inspection: \$100
- c. Setback violation: \$200
- d. Development activity without a permit: \$250
- e. Prohibited land use: \$500
- f. Junk ordinance: \$500
- g. Any other violation not listed: \$250

2) Engineering and Public Works

- a. Re-inspection: \$100
- b. Tracking mud on the street: \$200
- c. Steel tracked equipment driven on a public street: \$500
- d. Failure to maintain sediment/erosion control: \$100
- e. Illegal excavation, grading, or placement of fill on private property: \$500
- f. Illegal driveway encroachment: \$200
- g. Illegal excavation in City right-of-way: \$500
- h. Snow deposited on a public street: \$50
- i. Other violations not listed: \$250

3) Building

- a. **Building Violations:** Double filing fee and \$25/day fine until corrective action is taken.

4) Daily Non-Compliance Fines for all Violations:

\$25/day up to the initial corrective action and/or acceptable response is made to the City.

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GRAMA FEE SCHEDULE AND PROCESS FOR GRAMA REQUESTS

Process:

- 1) A person making a request for a Coalville City record shall complete the “Request for Record – Utah Government Records Access and Management Act” prior to reviewing and/or receiving copies of records. In his/her discretion, the record custodian may accept the record request in a different format so long as the request contains the person’s name, mailing address, and daytime telephone number, if available, and a description of the record requested that identifies the record with reasonable specificity.
- 2) The record request shall be submitted at Coalville City Hall or on the State Open Records Portal.
- 3) Upon receipt of the “Request for Record,” a response to the request shall be provided to the requestor within ten (10) business days unless:
 - a. the requester has demonstrated that the record request benefits the public rather than the person (in which case response shall be within five (5) business days); or
 - b. “extraordinary circumstances” pursuant to Utah Code Annotated §63G-2-204(5) exists, which allows the City to delay approval or denial for an additional period of time.

Fees:

- 1) The costs for processing GRAMA requests and/or copies are set forth in the below GRAMA fee schedule.
- 2) Coalville City requires payment of past fees and future estimated fees prior to processing a request if:

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- a. fees are expected to exceed \$50.00; or
- b. the requester had not paid fees from previous requests.

3) If the requester simply wants to inspect a record, they may do so at no charge, however, staff time for compiling the request or for costs of any copies requested thereafter, shall apply.

4) Fee Waivers: Coalville City may fulfill a record request without charge and is encouraged to do so when it determines that:

- a. Releasing the record primarily benefits the public rather than a person;
- b. The individual requesting the record is the subject of the record; or
- c. The requester's rights are directly implicated by the information in the record, and the requester is impecunious.

5) Fee Waiver Appeals: A person who believes that there has been an unreasonable denial of a fee waiver may appeal the denial in the same manner as a person who appeals the inspection of a public record under UCA §63G-2-205 by filing a notice of appeal within 30 days.

GRAMA Fee Schedule

Copies	Fee	Additional Information
8 1/2" x 11" non-color copies	\$0.50 / sheet	
8 1/2" x 11" color copies	\$1.00 / sheet	
11" x 17" non-color copies	\$1.00 / sheet	
11" x 17" color copies	\$2.00 / sheet	
Other sized copies	Actual cost to reproduce	
Copies of videos	\$15.00 / video recording	
Copies of audio	\$15.00 / audio recording	
USB drives	\$15.00/ 8 GB drive	
Other media	Actual costs	
Services		
Notary Services	\$5.00 / signature to notarize	
Certification of a document	\$2.00 / certification	
Records delivered by facsimile	\$0.75 / page + plus telephone charges for long distance over 10 pages	

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Mailing and shipping costs	\$2.00 for staff mail preparation time, plus actual mailing costs if greater than \$2.00	Actual mailing costs are those for U.S. Postal Service or an authorized delivery service such as UPS, FedEx, etc.
Staff time required to search, compile, and otherwise prepare to provide a record	Actual cost, not to exceed the hourly rate (not to include benefits) of the lowest paid employee who, in the discretion of the City, has the necessary skill and training to perform the request.	The first 15 minutes of staff time shall be at no charge. Staff time for photocopying, faxing, and providing documents in electronic format (i.e., video, audio, or USB drive) is included in the cost of those items.

BUSINESS LICENSE FEES

Base Application Fees

- 1) **Professional Services:** \$50 (Doctors, Architects, Engineers, Dentists, Lawyers, Bankers, etc.)
- 2) **All Other Services:** \$30
- 3) **Prepared Food Distribution:** \$25
- 4) **Grocery Distribution:** \$25
- 5) **Hardware – Software:** \$25
- 6) **Oil and Fuel Products:** \$25
- 7) **Towing Services:** \$25
- 8) **Rental Equipment:** \$25
- 9) **Prescription Drugs:** \$25
- 10) **Gaming Machines/Vending Machines:** \$25
- 11) **Tanning Booths:** \$25
- 12) **Sale of Alcoholic Beverages:** \$200
- 13) **General Contractors:** \$50
- 14) **Sub-Contractors:** \$30
- 15) **Motel, Hotel, Mobile Home Park, RV Park, and Long-Term Rental Units:** \$20 Base Fee + \$10 Per Unit

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- 16) **Storage Units:** \$20 Base Fee + \$5 Per Unit
- 17) **Major Home Occupation:** \$35
- 18) **Minor Home Occupation:** \$25
- 19) **Solicitors, Peddlers, Vendors, and Transient Sales:** \$25
- 20) **Food Trucks:** \$25
- 21) **Short-Term Rentals:** \$50
- 21) **All Other Business Not Described Herein:** \$30

Number of Employees Fees (Owner/Manager Exempt)

Average number of employees at place of business each regular working day:

1 to 3:	\$25.00
4 to 20:	\$40.00
21 to 50:	\$60.00
50 and over:	\$80.00

Special Licenses

- 1) **Auction License:** \$50 (each time)
- 2) **Special Events & Promotions:** \$75
- 3) **Non-Profit Special Events:** \$50
- 4) **Motion Picture Productions:** \$1,000

CEMETERY FEES

- 1) **Grave Purchase:**
 - a. \$300 per grave (Coalville City Resident)
 - b. \$600 per grave (Summit County Resident)
 - c. \$900 per grave (Non-City or County Resident)
- 2) **Opening and Closing Fee:**
 - a. \$350 (Monday-Friday for Coalville City Resident)
 - b. \$450 (Monday-Friday for Summit County Resident)
 - c. \$550 (Monday-Friday for Non-City or County Resident)
 - d. \$400 (Saturday for Coalville City Resident)
 - e. \$500 (Saturday for Summit County Resident)
 - f. \$600 (Saturday for Non-City or County Resident)
 - g. One-half of the above fee for cremations and infants (age 8 and under child size vault)
 - h. \$100 (additional fee if procession reaches the cemetery at 2:00 PM or later)
 - i. \$1,000 for Disinterment
 - j. \$25 for Cemetery Certificate Transfer

Note: No burials on Sundays or observed Holidays

ATTACHMENT B

RESOLUTION NO. 2022-10 **Fee Schedule for Coalville City**

WHEREAS, Coalville City ordinances contemplate and provide that the City shall fix fees for the filing of various applications and permits and for purposes required in the implementation of the ordinances and regulations of Coalville City, and

WHEREAS, by Resolution No. 1998-5, the City adopted fee schedules for certain applications and permits filed and issued pursuant to the Development Ordinance adopted by the City, and

WHEREAS, by Resolution No. 2006-7, the City adopted revised fee schedules, and

WHEREAS, by Resolution No. 2010-2, the City adopted revised fee schedules, and

WHEREAS, by Resolution No. 2011-1, the City adopted revised fee schedules, and

WHEREAS, by Resolution No. 2015-1, the City adopted revised fee schedules, and

WHEREAS, by Resolution No. 2021-1, the City adopted revised fee schedules for the Community Development Department,

WHEREAS, by Resolution No. 2021-3, the City adopted revised fee schedules for the Community Development Department,

and

WHEREAS, by Resolution No. 2021-7, the City adopted revised fee schedules for the Community Development Department,

and

WHEREAS, by Resolution No. 2022-7, the City adopted revised fee schedules, and

WHEREAS, certain changes are to be made in the fee schedule and the City desires to adopt a resolution providing a fee schedule which shall supersede and replace the relevant portions of the fee schedule promulgated by Resolution No. 2022-10, updated to show the current fees,

ATTACHMENT B

NOW, THEREFORE, BE IT RESOLVED that the following fee schedule is hereby adopted for fees other than fees previously adopted by Resolution 2022-7 relating to the revised fee schedule:

See Schedule Attached

Effective Immediately

DATED this 12th day of December 2022.

Council Member Richins

Council Member Rowser

Council Member Geary

Council Member Willoughby

Council Member Winters

ATTEST:

City Recorder

Mayor Marsh