

TOWN OF FAIRFAX STAFF REPORT

TO: Mayor, Members of the Town Council **DATE:** June 6, 2012

FROM: Michael Rock, Town Manager 
Judy Anderson, Town Clerk

SUBJECT: Adoption of Resolution No. 12-40, A Resolution of the Town Council of the Town of Fairfax adopting a revised Master Fee Schedule

Recommendation

Adopt Resolution No. 12-40, a Resolution of the Town Council of the Town of Fairfax adopting a revised Master Fee Schedule.

Discussion:

There are only four proposed changes and they are as follows:

- Preferential Parking Permit Fee had been accidentally removed from the old schedule and has now been included (Page 2 of Exhibit "A")
- Fees for review of building permit applications were moved to be included with other building fees (last items on page 6 of Exhibit "B")
- Reduction of penalty fees for work done without permits (reduced from 3 times the cost of the permit to 1.5 times – Page 4 of Exhibit "A")
- Reduction of the fees charged for re-sale inspections (reduced from \$405 to \$350 for single family homes and a special rate for condominiums of \$225) Condominiums are a lot easier to inspect and take less staff time which justifies the reduction. They are currently charged the same rate as a single-family residence, \$405. The Senior Planner and the Building Official recommend the reduction in the re-sale fee because they believe it is taking less time than originally estimated to prepare the reports. (the last item on Page 4 of Exhibit "A")

AGENDA ITEM # 24

RESOLUTION 12-40

**A RESOLUTION OF THE TOWN OF FAIRFAX UPDATING THE
MASTER FEE SCHEDULE**

WHEREAS, state law, as codified in Government Code section 50076, permits municipalities to charge fees for services or regulatory activities which do not exceed the reasonable cost of providing those services or activities; and

WHEREAS, the Town previously retained Willdan Financial Services to complete a User Fee Study dated May 15, 2009 (the "User Fee Study") to analyze the Town's costs of services and activities for which fees may be charged, and, based on their Study, a Master Fee Schedule was adopted; and

WHEREAS, the Town has performed an annual review of the fees and has determined that adjustments to the Master Fee Schedule are warranted;

WHEREAS, there are occasions when an individual or a group wishes to use Town facilities in a unique and/or special way that is not included on the adopted schedules, and, at such times, the Town Council authorizes the Town Manager to set fees appropriate to the particular use on a case-by-case basis;

NOW, THEREFORE BE IT RESOLVED, that the Town Council of the Town of Fairfax does hereby adopt the revised Master Fee Schedule attached hereto as Exhibits A-E and incorporated herein by reference, to be effective July 1, 2012.

The foregoing Resolution was duly passed and adopted at a Regular Meeting of the Town Council of the Town of Fairfax held in said Town on the 6th day of June, 2012, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Pam Hartwell-Herrero

Attest:

Judy Anderson, Town Clerk

Exhibit A
Resolution No. 12-40
Fee Schedule : Planning Fees
Effective 07-01-12

Planning Fees	Fee Amount	Proposed Fee
Service/Application		
PLANNING FEES		
The following fees are based upon an estimate of the minimal amount of planning staff time necessary to process various planning entitlements. These fees do not include costs pertaining to other Town Staff members related to processing planning entitlements. Also, the following fee schedule does not include the cost or related fees associated with the review of an application by the Town Engineer.		
Basic Sign Permit Fee (conforming use)	\$100	
Sign Permit for Sign Requiring Design Review	\$174	
Confiscated Sign	\$141	
Banner Installation (non-profit)	\$250	
Design Review Fees		
Exterior Color Change	\$194	
Residential Construction >= \$19,999	\$781	
Residential Construction <= \$20,000	\$781	
Commercial Projects - Minor	\$409	
Commercial Projects - Major	\$4,851	
Modification of Approved Plan	\$781	
Multiple Residential, per Each Unit Over 10	\$4,851	
Violation Inspection	\$404	
Ridgeline Scenic Corridors		
Principal Structures	\$567	
Accessory Structures	\$567	
Pre Application Meeting	\$150	
Planned Development District (**Deposits for Contract Planners)		
Preliminary Development Plan	\$2,500	
Master Plan	\$2,500	
Precise Plan	\$2,500	
Amendment to Approved Plan	\$2,500	
Rezoning and Pre-zoning		
Rezoning and Pre-zoning	\$3,000	
	+ graphics at cost	
General Plan Amendment		
General Plan Text	\$2,500	
	+ graphics at cost	
General Plan Map	\$2,500	
	+ graphics at cost	
***All deposits are submitted at the minimum listed above. When the balance reaches \$500 additional deposit funds will be requested to continue to the project. All costs are at consultant cost plus 30% of FHR per hour.		
Use Permits		
Use Permit	\$813	
Modifications of Approved Use Permits	\$813	
Variances		
Fences	\$461	
Modification of Approved Fence Variances	\$461	
All Other Variances	\$1,125	
Modification of Approved Variances	\$1,125	
Renewal, Extension of Time	\$122	
Preferential Parking Permit	\$100	(fee accidentally removed)

**Exhibit A
Resolution No. 12-40
Fee Schedule : Planning Fees
Effective 07-01-12**

Planning Fees	Fee Amount	Proposed Fee
Service/Application		
Annexation		
Annexation Application/Processing	\$69	
LAFCO Fee (estimated minimum)	\$69	
Hill Area Residential Development Permit (HRD)		
HRD	\$4,448	
Modification of Approved HRD Permit	\$4,448	
Renewal	\$156	
Traffic Impact Report (TIP)		
TIP	\$4,683	
+ Graphics at Cost with Initial Deposit	\$603	
Illegal Tree Cutting Fee		
	\$500	
Well Drilling Permit		
	\$126	
Research (\$60.00 minimum)		
This Fee pertains to extensive research of records and information at Town Hall by Town Hall Staff	FHR rate per dept - \$60.00 minimum	
Photocopying - Planning		
	25 per page for the first 10 pages additional pages at staff hourly rate	
Ordinance Preparation		
Application Fee	\$3,202	
Town Attorney Deposit (\$400 Deposit - \$190 per hour)	\$400	
Development Agreement		
Application Fee	\$703	
Town Attorney Deposit (\$400 Deposit - \$190 per hour)	\$400	
Excavation or Fill		
1 to 100 Cubic Yards	\$87	
Over 100 Cubic Yards	\$1,188	
Certificates of Compliance		
Any	\$461 plus \$37 per parcel	
conditional certificates	\$264 plus \$37 per parcel	
Encroachment Permits		
Fences	\$515	
Retaining Walls	\$622	
Other Structures	\$622	
Street Opening Permit	\$253	
Environmental Review (**Deposits)		
Initial Study/Negative Declaration	\$2,500	
Environmental Impact Report	\$2,500	
County Processing Fee	\$2,500	
Mitigation Monitoring	\$2,500	
State Fish and Game Fees	\$2,500	
**All Deposits are submitted at the minimum listed above. When the balance reaches \$500 additional deposit funds will be requested to continue the project. All costs are at consultant cost plus 30 %.		
Lot Line Adjustments		

Exhibit A
Resolution No. 12-40
Fee Schedule : Planning Fees
Effective 07-01-12

Planning Fees	Fee Amount	Proposed Fee
Service/Application		
Lot Line Adjustment Application/Processing - Ministerial	\$1,500	
Lot Line Adjustment Application/Processing - Discretionary	\$2,500	
**All Deposits are submitted at the minimum listed above. When the balance reaches \$500 additional deposit funds will be requested to continue the project. All costs are at FHR by dept per hour.		
Subdivisions		
Tentative Map		
a. Less than 5 lots	\$2,500	
b. 5 lots or more	\$2,500	
c. Extension of Tentative Map	\$2,500	
Final Map Fee	\$2,500	
Preliminary Planning Review		
Preliminary review of plannin entitlement applications, and related consultation with the Planning Director.	1 Hr Deposit + FHR x Time	
Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation under \$50,000)	\$229	**Fee Relocated To Exhibit B Building Permits
Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation greater than or equal to \$50,000)	\$282	**Fee Relocated To Exhibit B Building Permits
Appeal Fee	\$500	
ENGINEERING REVIEW FEES*		
Commercial Projects	\$850	
HRD Permit Review, Single Family Residences	\$2,135	
HRD Permit Review, 50% (or greater) Remodels	\$2,135	
Non-HRD, Single Family Residences	\$650	
Non-HRD, 50% (of greater) Remodels	\$450	
Planned Development District Applications	\$1,067	
Annexation	\$1,067	
Traffic Impact Permit	\$750	
Excavation Permit Review	\$1,067	
Map Review	\$2,135	
Site Specific Engineering Review	\$534	
Engineering Deposit	\$500	
* These deposits are estimated minimums based upon the cost of reviewing various permits and entitlements, plus 30% for related planning review and administrative costs.		
* Unused portions of these fees will be refunded to the applicant at the conclusion of the permit or entitlement review process. If the cost of the review exceeds the original deposit amount, the applicant will be required to deposit additional monies, at the rate of \$150 per hour, before processing continues or prior to the issuance of the respective permits or entitlements.		

Exhibit A
Resolution No. 12-40
Fee Schedule : Planning Fees
Effective 07-01-12

Planning Fees	Fee Amount	Proposed Fee
Service/Application		
CONTRACT OR CONSULTING SERVICES		
In addition to planning staff, and the services of the Town Engineer, the services of an outside consultant, other than an Environmental Impact Report Consultant may be necessary. The consultant's time will be charged on a cost basis plus 30% of the contract cost to recover administrative costs incurred by the Town.		
ADVANCED PLANNING, TECHNOLOGY and INFRASTRUCTURE IMPROVEMENT FEES		
General Plan Maintenance Fee	5% on building permit fee with a value greater than \$10, 000	
Technology Improvement Fee	5% on building permit fee	
Infrastructure Improvement Fee	5% on building permit fee	
PENALTY FOR WORK WITHOUT VALID ENTITLEMENT OR PERMITS		
Where work requiring a permit or entitlement required by the Fairfax Town Code or the Uniform or California Building Codes, for which fees are specified in this resolution, is started or proceeded with prior to obtaining said permit, the fees shall be 1.5 times the cost of the required permit. The payment of such fees shall not relieve any persons from fully complying with the requirements of the Codes in the execution of the work nor from any other penalties prescribed therein.		Reduced fee from 3 times the cost of required permit to 1.5 times the cost of required permit
REIMBURSEMENT OF TOWN ATTORNEY COSTS		
The Town Attorney's time is charged at the rate specified in the current contract with the Town. A minimum deposit is required in conjunction with a formal request for the Town Attorney Services, plus \$50 per transaction for Administrative/Senior Planner.	\$400 Deposit (\$190 per hour)	
RESIDENTIAL RE-SALE INSPECTION		
Residential Re-Sale Inspection - Single family homes and multiple unit structures	\$405	\$350
Per additional living Unit	\$70	
Condominiums		\$225
SOLAR ENERGY PERMIT FEES		
Installation of Solar Energy collection devices	\$158 EXEMPT	

Exhibit B
Resolution No. 12-40
Fee Schedule : BUILDING PERMITS
Effective 07-01-12

Building Permit Fees		
Service/Application	Fee Amount	Proposed Fee
RESIDENTIAL		
New Home	\$5,200	
Major Remodel	\$3,864	
Major Kitchen Structural	\$2,878	
Major Bath Structural	\$2,000	
Minor Kitchen	\$1,543	
Addition Major	\$2,878	
Minor Bath	\$879	
Roof Large	\$527	
Roof Small	\$386	
Water Heater	\$100	
Water Line	\$245	
Gas Service	\$245	
Electrical Service	\$245	
Solar	Exempt	
Furnace	\$100	
Addition Minor	\$1,899	
Garage New	\$2,251	
Carport New	\$1,476	
Garage Repair	\$949	
Carport Repair	\$949	
Deck New	\$949	
Deck Repair	\$597	
New Foundation	\$808	
Earthquake Retro	\$385.83 Exempt	
Ejector Pump	\$315	
Sun Room	\$597	
Grage Door	\$245	
Pool House	\$2,321	
Repipe Home	\$245	
Radiant Heating	\$386	
Creek Bank Repairs	\$1,617	
Woodstove	\$245	
Swimming Pool	\$1,124	
Hot Tub	\$456	
Retaining Wall	\$949	
COMMERCIAL		
Major Remodel	\$5,797	
Roof Large	\$790	
Roof Small	\$579	
Water Heater	\$420	
Water Line	\$367	
Gas Service	\$684	
Electrical Service	\$684	
ADA Upgrades Minor	\$878.84 Exempt	
ADA Upgrades Major	\$1,442.27 Exempt	
Grease Traps	\$245	
Awning	\$245	
Sign Structural	\$245	
Freezer	\$597	
Mop Sink	\$245	
Solar	\$684.39 Exempt	

Exhibit B
Resolution No. 12-40
Fee Schedule : BUILDING PERMITS
Effective 07-01-12

RESIDENTIAL & COMMERCIAL		
Pool Equipment	\$386	
Demolation	\$104	
Insulation	\$245	
Siding	\$386	
Windows	\$245	
Doors	\$245	
Sheet Rock Repairs	\$245	
Minor Dry Rot Repairs	\$386	
Major Dry Rot Repairs	\$879	
Minor Building	\$245	
Minor Electrical	\$245	
Minor Mechanical	\$245	
Plumbing Minor	\$245	
Plumbing Major	\$597	
Interior Stairway	\$597	
Exterior Stairway	\$386	
Air Conditioning	\$280	
Temp Power Pole	\$245	
Sauna	\$386	
Skylight	\$386	
PLANNING REVIEW of BUILDING PERMITS		
Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation under \$50,000)		\$229
Review of building permit applications to determine if decision by Planning Commission or Design Review Board is required (for project valuation greater than or equal to \$50,000)		\$282

Exhibit C
Resolution No. 12-40
Fee Schedule : ADMINISTRATIVE FEES
Effective 07-01-12

Type of Service	Fee Amount	Proposed Fee
Service/Application		
Returned Check Fee	\$ 35	
Duplication - CD		
Recording of Town Council Meetings	\$ 5	
Photocopying Fee (8 1/2 x 11)	.25 for pages 1-10	
	Staff rate thereafter	
Candidate Filing Fee		
County - pass thru cost	annual rate	
Town Clerk Processing Fee	\$ 125	
Research Fee (\$60 minmum)		
For extensive research of records and information by Town Hall Staff	\$ 60	
	FBHR per Dept. - \$60 min.	
Council Agenda Packet - Paper	\$ 20	
Business License/Duplicate	\$ 25	
Filming Permit		
1 to 5 people employed on location	\$ 118	
6 to 39 people employed on location	\$ 156	
40 to 50 people employed on location	\$ 198	
Over 50 people employed on location	\$ 238	

Exhibit D
Resolution No. 12-40
Fee Schedule : FACILITIES RENTAL FEES
Effective 07-01-12

Type Of Service	Fee Amount	Day Rate
Facility/Property		
Women's Club (per hour rates)		
Fairfax, non-profit group	\$50	\$ 300
Non-Fairfax, non-profit group	\$75	\$ 450
Fairfax Resident, private event	\$100	\$ 600
Non-Resident, private event	\$125	\$ 750
Fairfax, Youth Event (\$100 Deposit)	\$25	\$ 150
Pavillion (3 Hour Minimum)		
Fairfax, non-profit group	\$75	\$ 450
Non-Fairfax, non-profit group	\$125	\$ 750
Fairfax Resident, private event	\$185	\$ 1,110
Non-Resident, private event	\$215	\$ 1,290
Fairfax, Youth Event (\$100 Deposit)	\$25	\$ 150
Bolinas & Peri Park (2 Hour minimum)		
Non-Profit Group - per hour	\$50	\$ 250
Private Event - per hour	\$75	\$ 300
All Facilities and Parks - Required		
Maintenance Fee	\$75	
Street Closures (per day non-refundable)		
Town Sponsored Events	\$75	
All Other Events	\$200	
Damage/Cleaning Deposit		
All Buildings	\$450	
If Alcohol is Served	\$550	
Damage/Cleaning Deposit		
All Parks	\$300	
If Alcohol is Served	\$400	
Key Deposit		
All Buildings	\$25	
	or Drivers License	
Key Loss Fee		
All Buildings	\$50	

Exhibit E
Resolution No. 12-40
Fee Schedule : POLICE DEPARTMENT
Effective 07-01-12

Type Of Service	Fee Amount	Proposed Fee
Facility/Property		
Reports		
Traffic Accidents	\$15	
Crime and Incidents	\$5 for pages 1-10 \$.10 each additional page	
Duplication		
Audio, Video, & Data	actual cost	
Vehicle		
Release	\$75	
Immobilization Device Removal (Boot)	\$120	
Repossession Fees	\$25	
Fingerprints		
Ink	\$25	
Livescan	\$20	
Bicycle License		
Kid	\$2	
Adult	\$2	
Subpoena Town Employee for Civil Matter		
Town Employee for Civil Matter	\$150	
Key Deposit		
All Buildings		
Key Loss Fee		
All Buildings		