

# RESOLUTION 2023-11

## A RESOLUTION OF THE CITY OF TENINO, WASHINGTON AMENDING THE ADOPTED 2024 CONSOLIDATED FEE SCHEDULE

**WHEREAS**, Ordinance 870, establishing the City of Tenino Consolidated Fee Schedule was duly adopted by the City Council on January 24, 2017; and

**WHEREAS**, Ordinance 870 requires the Consolidated Fee Schedule to be amended no less than yearly by Resolution of the City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON**, that all previous versions of the Consolidated Fee Schedule are repealed effective January 01, 2023 and are replaced by the amended 2024 Consolidated Fee Schedule as shown below:

**Section 1.** Use of all City facilities or permits shall be granted only through the application process established for the type of use being requested. All applications shall be submitted to the City Clerk's Office for processing. No permit shall issue unless all applicable fees have been paid.

**Section 2.** Application forms shall be available at City Hall, or online on the City's Web Page, which can be accessed at: [www.cityoftenino.us](http://www.cityoftenino.us). Downloaded applications forms must still be submitted to the City Clerk's Office for processing. The Clerk shall accept the forms in person, via the U.S. Mail, or via e-mail.

**Section 3.** The 2024 General Schedule of Fees and Charges, is set forth below:

	FEES	DEPOSIT
<b>ANIMAL LICENSES</b>		
New License	\$25.00	
New License – senior citizen	\$15.00	
Renewal – Spayed or Neutered	\$10.00	
Renewal – Non-altered	\$15.00	
Renewal – Senior Citizen	\$10.00	
Replacement Tag	\$10.00	
Documented Rescued Animal	1 <sup>st</sup> License free	
<b>BALLFIELD FEES</b>		
Tournaments (Deposit non-refundable if Canceled less than 72 hours prior to event)	\$ 25.00 per field, per day	\$ 50.00 per field
Tournament Maintenance	\$ 15.00 per game	
League Practices (Adults Only – Maximum 2 Practices per week, 10 weeks)	\$ 50.00 per league	
Other than Leagues (All Day)	\$ 60.00 per day	\$ 50.00
Other than Leagues (Half Day)	\$ 30.00 per day	\$ 50.00

Youth Sports	\$ 5.00 per player, per season	
Field Maintenance/Capital Improvement	\$250.00 per league per season	
<b>BUSINESS LICENSES</b>		
New Business	\$ 55.00	
Renewal	\$ 45.00	
Late Renewal Penalty	\$ 75.00	
<b>CONCESSION STAND RENTAL</b>		
All Day	\$100.00	\$100.00
Half Day (4 Hours)	\$50.00	\$100.00
Youth Seasonal Activities	\$50.00/month	
Commercial Vehicle (Food Vendor – Business License Required)	\$50.00/month	
Concession at Pool (Business License Required_		
Non-profit	10% of gross sales \$25/day cap	
For Profit	10% of gross sales \$50/day cap	
<b>COUNCIL CHAMBERS RENTAL</b>		
2 Hour Minimum (No alcoholic beverages)	\$ 50.00 per hour	\$ 100.00
<b>MISCELLANEOUS</b>		
Photocopies/Records Request	\$ 0.15 each	
Copy onto Thumb Drive	\$ 8.00	
Notary Service (1 <sup>st</sup> signature)	\$ 10.00	
Each additional signature	\$ 1.50	
Credit Card Convenience Fee	2.5% of transaction amount	
NSF Check Fee	\$ 40.00	
Copy of Police Reports	\$ 7.50 per report	
<b>PARKING</b>		
Designated Parking Stalls		
Hourly (First 15 minutes free)	\$ 2.00	
Permit (Daily)	\$ 12.00	
Permit (Weekly)	\$ 48.00	
Permit (Monthly)	\$ 150.00	
Permit (Yearly)	\$1600.00	
<b>PARK FEES</b>		
Premium Numbered Sites	\$ 20.00/night	
1 unit per site (1-8 people)		
Unit = tent/RV/camping structure		
Open Camp Sites	\$ 15.00/unit/night	
Camping Fees (Single entity / unit / night)	\$ 10.00	
Groups		

Areas 1, 2, 4, 5		
1-50 people	\$ 50.00	\$ 75.00
51-75 people	\$100.00	\$ 75.00
76-125 people	\$150.00	\$ 75.00
Area 3 (Concession Stand Not Included)		
1-50 people	\$ 50.00	\$ 75.00
51-75 people	\$100.00	\$ 75.00
76-125 people	\$150.00	\$ 75.00
Area 6 (Concession Stand Not Included)		
1-50 people	\$ 50.00	\$ 75.00
51-75 people	\$100.00	\$ 75.00
76-125 people	\$150.00	\$ 75.00
Designated Rentable Spaces & Shelters		
Shelters 2 & 3, Quarry House Back Porch		
All Day (8:00 a.m. to dusk)	\$ 60.00	\$ 75.00
½ Day (8 a.m. – 2 p.m. or 2:30 p.m. to dusk)	\$ 35.00	\$ 75.00
<b>PARADES &amp; SPECIAL EVENTS</b>		
Permit Fee	\$100.00	\$500.00
Plus cost for any necessary police, public works, or other City personnel or services required.	Per FY Salary Schedule	
<b>QUARRY HOUSE RENTAL</b>		
All Day (8:00 a.m. – 2:00 p.m. the next day)	\$250.00	\$ 150.00
½ Day (8:00 am – 4:00 pm or 5:00 pm – 1:00 pm the next day)	\$200.00	\$ 150.00
Meetings (2-hour minimum)- Weekday Only	\$ 50.00/hour	\$ 75.00
Non-Profit Organizations- Weekday Only	\$ 30.00 utility fee	
Senior Lunch Program	\$115.00/month	
<b>QUARRY POOL FEES</b>	<b>Inside TSD</b>	<b>Outside TSD</b>
Per Person / Per Day	\$ 4.00	\$ 6.00
Per Season / Per Family (2 adults and 3 children)	\$125.00	\$200.00
Early Bird (purchased prior to June 1 <sup>st</sup> )	\$100.00	\$175.00
No Child Left Inside Program Pass	\$ 100.00	\$175.00
Corporate Sponsor Day Use Fee	\$1,250.00	\$1,250.00
Non-Profit Sponsor Day Use Fee	\$1,000.00	\$1,000.00
<b>SCOTCH BROOM PULLER RENTAL</b>	\$ 15.00/day	\$ 75.00
<b>STREET USE PERMITS</b>		
Surface Improvements	\$120.00	
Underground Improvements in Roadway	\$180.00	
Underground Improvements Outside Roadway	\$ 75.00	
Miscellaneous	\$ 50.00	
Street Cleaning Deposit		\$200.00
Street Closure Deposit		\$200.00
Bond Required	125% of improvements	

<b>TENINO-TOLEDO RESERVE ACADEMY</b>		
Tuition	\$1000.00	
<b>UTILITIES</b>		
<u>Establishment of Service</u>		
New Account Application Fee	\$ 40.00	
<u>Water Service</u>		
Connection/Disconnection		
Turn water service on or off	\$ 40.00	
Tapping Fee	\$2,500.00 plus cost of materials	
Usage Charges (up to 500 cf)		
¾" meter (up to 500 cf)	\$ 12.65	
1" meter (up to 500 cf)	\$ 17.63	
1-1/2" meter (up to 500 cf)	\$ 29.58	
2" meter (up to 500 cf)	\$ 44.84	
3" meter (up to 500 cf)	\$ 93.04	
4" meter (up to 500 cf)	\$138.38	
Senior Citizen (in city only, up to 300 cf)	\$ 7.59	
Outside City Limits (up to 300 cf)	\$ 18.95	
Quarry Pool Rate	\$ 9.11	
Vacancy Rate	\$ 3.16	
Overage		
Within city per additional 100 cf	\$ 3.22	
Outside city per additional 100 cf	\$ 4.56	
Senior (in city only) per add 100 cf	\$ 0.81	
Utility Tax	5.029%	
Excise Tax		
Water Capital Improvement Charge	\$14.50 per month	
Water Surcharge	\$3.80 per month	
Hydrant		
Permit Fee	\$ 75.00	\$250.00
Use and rent of meter	\$ 35.00	
First 300 cubic feet	\$ 18.22	
Each additional 100 cubic feet	\$ 3.10	
Municipal Rate		
Base Rate (first 500 cubic feet)	\$ 8.93	
Each additional 100 cubic feet	\$ 0.77	
Reclaimed (Class A) Water		
Available only by contract	Contract Rate	
Sewer Service		
Connection/Disconnection		
Connection Charge	\$7,000.00 plus cost of materials	
Remove or Install Grinder Pump	\$300.00	
Monthly Service		
Per ERU	\$125.66	
Per ERU w/Grinder Credit	\$122.38	

Per ERU w/Grinder Charge	\$128.95	
Vacancy Rate	\$ 71.03	
Excise Tax		
Utility Tax	3.852%	
Surcharge	\$3.80 per month	
Late Fee	\$ 25.00	
Interest (on outstanding balance)	2%	
Septage Receiving	\$0.14 per gallon	
Lien Recordation	\$ 36.00	
Lien Removal	\$ 36.00	

<b>COMMUNITY DEVELOPMENT – PLANNING &amp; BUILDING</b>		
<b>Application, Permit, or Request Type*†</b>	<b>Fee</b>	<b>Initial Engineering Deposit<sup>§</sup></b>
<b>Physical Development Permits</b>		
Building Permit	\$120 + Building Fee**	\$0
Re Roof Permit	Based on Valuation	
Design Standards Review	\$264	\$0
Sign Permit	\$90	\$0
Site Development Permit	\$198	\$450
Shoreline Substantial Development Permit	\$660	\$450
<b>Use Permits</b>		
Administrative Use Permit	\$396	\$450
<i>Home Occupation</i>	\$198	\$300
Conditional Use Permit – including shoreline conditional use permits	\$1,320	\$450
Public Facilities Use Permit	\$1,320	\$450
<b>Development Option/Subdivision Permits</b>		
Binding Site Plan – Preliminary	\$1,980	\$1,800
Binding Site Plan – Final	\$990	\$1,500
Boundary Line Adjustment	\$396	\$450
<i>Lot Combination/Segregation</i>	\$132	\$0
Density Transfer Program	\$1,320	\$900
Short Plat – Preliminary	\$1,320	\$900
Short Plat – Final	\$330	\$1,500
Subdivision – Preliminary	\$1,980	\$1,800
Subdivision – Final	\$990	\$1,500
<b>Environmental Review<sup>‡</sup></b>		
Critical Area Report Review	\$528	\$450
SEPA Threshold Determination	\$528	\$450
Waiver - Critical Area Report or Shoreline Substantial Development Permit	\$198	\$450
Environmental Impact Statement Review	Staff/ Consultant Costs	Staff/ Consultant Costs

<b>COMMUNITY DEVELOPMENT – PLANNING &amp; BUILDING</b>		
<b>Application, Permit, or Request Type*†</b>	<b>Fee</b>	<b>Initial Engineering Deposit<sup>§</sup></b>
Mitigation Plan Review	\$528	\$450
<b>Amendments to the LDRs/Comprehensive Plan</b>		
Rezone	\$1,980	\$0
Text Amendment		
<i>Initial Application Fee</i>	\$0	\$0
<i>Accepted on City Council Docket</i>	\$1,980	\$1,800
Master Planned Development	\$1,980	\$1,800
Comprehensive Plan Amendment		
<i>Initial Application Fee</i>	\$0	\$0
<i>Accepted on City Council Docket</i>	\$1,980	\$1,800
<b>Relief from the LDRs</b>		
Administrative Variance	\$660	\$450
Appeal of Administrative or Planning Commission Decision <sup>§§</sup>	\$660	\$0
Extension Request	\$198	\$0
Reasonable Use Determination	\$1,320	\$450
Variance – including shoreline variances	\$1,320	\$450
<b>Interpretations of the LDRs</b>		
Administrative Interpretation	\$660	\$450
Zoning Decision	Hourly Rate	\$0
<b>Other Requests</b>		
Annexation	\$1,320	\$900
Notification Posting	\$33	\$0
Pre-Application Conference	\$264	\$450
Right-of-Way Vacation	\$990	\$1,500
City Council Reconsideration	\$264	\$0

\*A review deposit may apply in addition to the application fee.

\*\* Tech Fee 2.5% of Building Permit Fee

†**County Reviews.** Applications may also be required to be reviewed by Thurston County. Please check with the individual County department for possible review/application fees.

§**Engineering Deposit.** For applications requiring an initial engineering deposit, projects may be evaluated on a case-by-case basis to determine if the deposit is necessary. All Engineering review fees are required to be paid, including fees in excess of the initial deposit. Any of the deposit remaining after completion of the review will be returned to the applicant.

\*\***Building Permits.** Building fees are based on current Thurston County Building Fee Guide and fee tables. See <http://www.co.thurston.wa.us/permitting/fees/fees-building-explain.html> for more information.

‡**Wetland/Stream Reviews.** Applications requiring a review of wetlands and/or streams may require an additional \$990 review deposit.

§§**Appeals.** The application fee for appealing an Administrative or Planning Commission decision shall be refunded if appellant prevails.

**PASSED** at a regular meeting of the Tenino City Council this 12<sup>th</sup> day of December 2023.

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Linda Gotovac, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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Jen Scharber, Clerk-Treasurer

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Richard L. Hughes, City Attorney