

COUNCIL ACTION FORM

Meeting Date: October 10, 2024

Staff Contact: Abby Schneweis, City Clerk

Agenda Item: Consider Resolution No. 134-2024 adopting a Master Fee Schedule

Background / Description of Item

In January 2023 the City engaged in a recodification process for the City Code. As part of the recodification process, which is expected to conclude before the end of 2024, all fee amounts have been removed and language has been added to adopt such fees by Resolution.

Staff Comments

Currently there is no comprehensive document listing various fees collected by the City. The change in the language in the City Code to adopt fees by a Resolution will allow the City to update fees on a more regular basis and keep up with the local market.

Staff have been researching fee schedules for neighboring cities to prepare the proposed fee schedule. If approved, the fee schedule would be effective starting January 1, 2025. Staff plans to review and update the fee schedule on a yearly basis during the budget adoption process.

Staff Recommendation

Review a draft of Resolution 134-2024 with attached fee schedule and provide comments to finalize the fee schedule to adopt at the November City Council meeting.

Suggested Motion:

No suggested motion.

RESOLUTION NO. 134-2024

A RESOLUTION ADOPTING A NEW COMPREHENSIVE FEE SCHEDULE

WHEREAS, the City of Westwood, Kansas, finds it necessary to update its fee schedule to reflect current costs and to ensure adequate revenue for the provision of city services; and

WHEREAS, the City Council has reviewed and approved a new comprehensive fee schedule;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Westwood, Kansas, that the new comprehensive fee schedule, attached hereto as Exhibit A, is hereby adopted; and

BE IT FURTHER RESOLVED, that the new fee schedule shall become effective on January 1, 2025; and

BE IT FURTHER RESOLVED, that if any section, subsection, sentence, clause, or phrase of this resolution is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this resolution.

PASSED, APPROVED AND ADOPTED by the Governing Body of the City of Westwood, Kansas on this 14th day of November, 2024.

David E. Waters, Mayor

ATTEST: _____
Abby Schneweis, City Clerk

RESOLUTION 134-2024
EXHIBIT A



City of Westwood Kansas
Schedule of Fees
Effective January 1, 2025

Administration Office

Licenses		
Business License	Home Occupation	\$25.00
	Less than 5,000 sq. ft.	\$100.00
	5,000 - 9,999 sq. ft.	\$200.00
	10,000 - 49,999 sq. ft.	\$400.00
	50,000 - 99,999 sq. ft.	\$700.00
	100,000 - 199,999 sq. ft.	\$1,100.00
	200,000 and up	\$1,600.00
	Indoor/Outdoor Recreational Facility	\$350.00
	Additional Massage Therapy Establishment Fee	75.00
	Additional CMB On Premise Occupational Fee	\$50.00
	Additional CMB Off Premise Occupational Fee	\$100.00
	Alcoholic liquor sales on + off premise occupational fee	\$300.00
Rental License	Annual Renewal	\$50.00 Per Property
New Goods Public Auction License		\$25.00 per day
Business License Non-Payment Penalty	any sum not less than \$150.00, nor more than \$500.00 for each offense	
Massage Therapist License	Annual Renewal	\$40.00
Solicitor's License	Background Check	\$25.00/application
Request for Public Record Inspection or Copy		

Records	Inspection of open records	Actual Cost of staff time
	Copying	\$0.50/sheet
	Certified	\$1.00/document
	Faxing	\$0.50/Sheet
	Mailing	USPS Standard Rate
Storm Water		
		\$2.50 per 500 sq. ft.
<p>*An Equivalent Dwelling Unit (EDU) is calculated as 2,800 square feet of impervious surface area. For example, 30,000 square feet of impervious surface area would equate to 10.7 EDUs (30,000 divided by 2,800 = 10.7). Credit against the non-single family residential fee is available for sites that have a stormwater management basin. More information about the credit program is available by contacting the Public Works Department.</p>		
Miscellaneous		
General Penalty		Not to exceed \$1,000.00
Compensation (Up to four absences per calendar year)	Mayor	\$700.00, monthly
	City Councilmember	\$250.00, monthly
Governing Body Absentee		\$100.00 per offense
Notary	Westwood Residents	No Charge
	Non-Residents	\$10.00/Signature
Emergency Proclamation Violation		\$500.00
Public Notice Publication		Actual cost of publication
Animal Running At Large	First Offense	\$50.00 plus boarding costs
	Any proceeding offenses	\$200.00
Animal Nuisance		\$500.00

Building, Planning, & Zoning

Building Permits – Residential & Commercial					
\$1-1,000	\$50.00	up to	\$1,000		
\$1,001-5,000	\$50.00	for the first	\$1,000	plus \$17.50	for each additional \$1,000 or fraction thereof to and including \$5,000
\$5,001-25,000	\$120.00	for the first	\$5,000	plus \$13.50	for each additional \$1,000 or fraction thereof to \$25,000

	and including					
\$25,001-50,000	\$390.00	for the first	\$25,000	plus	\$9.00	for each additional \$1,000 or fraction thereof to and including \$50,000
\$50,001-100,000	\$615.00	for the first	\$50,000	plus	\$5.00	for each additional \$1,000 or fraction thereof to and including \$100,000
\$100,001-500,000	\$865.00	for the first	\$100,000	plus	\$4.00	for each additional \$1,000 or fraction thereof to and including \$500,000
\$500,001-1,000,000	\$2,465.00	for the first	\$500,000	plus	\$3.00	for each additional \$1,000 or fraction thereof to and including \$1,000,000
\$1,000,001 and more	\$3,965.00	for the first	\$1,000,000	plus	\$2.00	for each additional \$1,000 or fraction thereof
Rezoning						
			Permit Fee		Plan Review Fee	
Residential			\$200.00		Actual cost of contractual services incurred by City	
Commercial			\$300.00		Actual cost of contractual services incurred by City	
Variance						
			\$90.00			
Waiver/Exception						
			\$90.00			
Plats						
Preliminary			\$100.00 + \$5.00 Per Lot		Actual cost of contractual services incurred by City	

Final		\$100.00 + \$5.00 Per Lot	Actual cost of contractual services incurred by City
Lot Modifications			
Lot split; sub-division	Five or fewer	\$100.00	
	More than five	\$150.00	Actual cost of contractual services incurred by City
Lot Consolidation	Lot Consolidation - Non-Residential	\$40 per lot for 1st two lots and \$20 per additional lot + recording fee	Actual cost of contractual services incurred by City
	Lot Consolidation - Residential	\$20 per lot for 1st two lots and \$10 per additional lot + recording fee	
	Lot Line Adjustment		
Site/Development Plan Review			
Preliminary - Residential	Up to 5,000 sq. ft.	\$100.00	\$50.00
Preliminary - Commercial	Up to 5,000 sq. ft.	\$100.00	Actual cost of contractual services incurred by City
	5,001 sq. ft.. - 10,000 sq. ft.	\$150.00	
	10,001 sq. ft. - 25,000 sq. ft.	\$200.00	
	25,001 sq. ft. & greater	\$250.00	
Final	Recording Fee	Actual cost of Johnson County recording fee	
	Publication Fee	Actual cost of publication	
Miscellaneous Permits			
Sign Permits	General/Banner	\$25.00	
	Commercial/Business promotions	\$75.00	
	Electrical	additional \$25.00	
Dumpster	Valid for 10 calendar days	\$50.00	
Storage POD	Valid for 10 calendar days	\$50.00	
Oversize/Overweight Loads	Single Event, valid only for permitted date	\$250.00	

	Multiple Vehicles (each), valid only for permitted date	\$500.00	
Hauling	Required for each load of 26,000 lbs. gross, valid only for permitted date	\$120.00	
Right-of-Way Permits			
Driveway Approach Permit	Application	\$90.00	
	Reinspection (each)	\$22.50	
Right of Way Excavation (Individual Site)	Application	\$90.00	
	Reinspection (each)	\$22.50	
Right of Way Excavation (Multiple Sites)	Application	\$180.00	
	Reinspection (per .25 hours)	\$45.00	
Routine Maintenance Disruption/Obstruction		\$120.00	
Abatements			
Mowing	Non-Residential	\$200.00 + \$75.00/hour labor, per employee (1 hour min.) or actual cost of contractual mower	N/A
	Residential	\$50.00 + \$75.00/hour labor, per employee (1 hour min.) or actual cost of contractual mower	N/A
Failure to abate	Health and welfare nuisance	\$100.00	N/A
	Motor vehicle nuisance	\$100.00	N/A
Miscellaneous Violations			
Storm water management	Violation of approved plan/permit	\$100.00/offense/day	N/A
Zoning regulations	Violation of submitted, approved plan	< \$500/offense/day	N/A
Subdivision regulations	Violation of same	< \$500.00	N/A

Parks & Recreation Department

Pool Passes		
Daily Admission	General	\$25.00
Woodside Pool Pass	Single	\$60.00
	Family - up to 4 members, limit 2 adults aged 21+	\$100.00
	Additional family member	\$5.00
	New/Replacement Pool Card	\$3.00
Facility Rental		
Deposit (refundable)	All Rentals	\$100.00
Community Room - Resident	Weekday - Business Hours	No Charge
	Nights/Weekends	\$60.00/hour
Community Room - Non Resident	Weekday - Business Hours	\$25.00/hour
	Nights/Weekends	\$80.00/Hour

Police Department

Police Records		
Police Report		\$10.00 each
Video		\$25.00 each
Services		
Fingerprinting Services	Resident	No Fee
	Non-Resident w/ Fingerprinting Card	\$10.00
	Non-Resident w/o Fingerprinting Card	\$25.00
Research Fee		Actual Staff Time
Return Check		\$30.00
Photo Copies		\$0.50 per page
Mailing		USPS Rate
Alarms	Registration	No Charge
	False Alarm – first three alarms within a 12-month period	No Charge
	False Alarm – all proceeding alarms within a 12-month period	\$50.00 per alarm

Off Duty Security		\$65.00/hour
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Administrative Department				
Item	Detail	Proposed Fee	Current Fee	Code Section
Licenses				
Business License	Home Occupation	\$25.00 (annually)	\$25.00	5-105(a)
	Less than 5,000 sq. ft.	\$100.00	five cents (\$.05) per square foot of other floor areas when used for retail sales and five-tenths of one cent (\$.005) per square foot of outside display or drive-in service area occupied	5-105(c)
	5,000 - 9,999 sq. ft.	\$200.00		
	10,000 - 49,999 sq. ft.	\$400.00		
	50,000 - 99,999 sq. ft.	\$700.00		
	100,000 - 199,999 sq. ft.	\$1,100.00		
	200,000 and up	\$ \$1,600.00		
	Indoor/Outdoor recreational facility	\$350.00	\$350.00	5-105(b)
	Additional Massage Therapy Establishment Fee	\$75.00	\$50.00	5-403
	Additional CMB On Premise Occupational Fee	\$50.00	\$50.00	5/105 (d)(1)
	Additional CMB Off Premise Occupational Fee	\$100.00	\$100.00	5-105 (d)(2)
	Alcoholic liquor sales on + off premise occupational fee	\$300.00	\$300.00	5-105 (d)(3)
Rental License	Annual Renewal	50 per property	\$30.00	5-105(e)
New Goods, Public Auction License		\$25.00 per day	\$25.00 per day	\$0.04
Business License Non Payment Penalty		any sum not less than \$150.00, nor more than \$500.00 for each offense	any sum not less than \$150.00, nor more than \$500.00 for each offense	\$0.02
Massage Therapist License	Annual Renewal	\$40.00	\$25.00	\$0.01
Solicitor's license	Background Check	\$25.00/application		5-207
Storm Water				
Single Family Residential		\$2.50 per 500 sq. ft. impervious surface	\$2.50 per 500 sq. ft. impervious surface	15-902(a)
*An Equivalent Dwelling Unit (EDU) is calculated as 2,800 square feet of impervious surface area. For example, 30,000 square feet of impervious surface area would (30,000 divided by 2,800 = 10.7). Credit against the non-single family residential fee is available for sites that have a stormwater management basin. More information is available by contacting the Public Works Department.				
Request for Public Record Inspection or Copy				
Records	Inspection of open records	Actual Cost of staff time	\$15.00 per hour	1-612
	Copying	\$0.50/sheet	\$0.50/sheet	
	Certified	\$1.00/document	\$1.00/document	
	Faxing	\$0.50/sheet	\$0.50/sheet	
	Mailing	USPS First Class Rage	USPS Standard Rates	
Miscellaneous				
General Penalty		Not to exceed \$1000.00	Not to exceed \$1000.00	1-116(c)
Compensation (Up to four absences per calendar year)	Mayor	\$700.00, monthly	\$700.00, monthly	1-210
	City Commissioner	\$250.00, monthly	\$250.00, monthly	1-210
Governing Body Absentee		\$100.00 per offense	\$100.00 per offense	1-204
Notary	Residents	No Charge		Proposed Fee
	Non-Residents	\$10.00/Signature		Proposed Fee
Emergency Proclamation Violation		\$500.00	\$500.00	1-805
Public Notice Publication	Public notice publication fee	Actual cost of publication		Proposed Fee
Animal Running At Large	First Offense	\$50.00 plus boarding costs	\$50.00 plus boarding costs	2-206 (c)
	Any proceeding offenses	\$200.00	\$200.00	
Animal Nuisance		\$500.00	\$500.00	2-508

Building, Planning and Zoning Department				
Item	Detail	Proposed Fee(s)		Notes
		Current Fees (Application or other); Fine	Plan Review Fee	
Rezoning				
Residential		\$200.00	Actual cost of contractual services incurred by City	
Commercial		\$300.00	Actual cost of contractual services incurred by City	
Variance				
		\$90.00		
Waiver/Exception				
		\$90.00		
Plats				
Preliminary		\$100.00 + \$5.00 Per Lot	Actual cost of contractual services incurred by City	
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Lot Modifications				
Lot split; sub-division	Five or fewer	\$100.00		
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Lot Consolidation	Lot Consolidation - Non-Residential	\$40 per lot for 1st two lots and \$20 per additional lot + recording fee	Actual cost of contractual services incurred by City	
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Preliminary - Commercial	Up to 5,000 sq. ft.	\$100.00	Actual cost of contractual services incurred by City	
	5,001 sq. ft.. - 10,000 sq. ft.	\$150.00		
	10,001 sq. ft. - 25,000 sq. ft.	\$200.00		
	25,001 sq. ft. & greater	\$250.00		
Final	Recording Fee	Actual cost of Johnson County recording fee		
	Publication Fee	Actual cost of publication		
Miscellaneous Permits				
Sign Permits	General/Banner	\$25.00		
	Commercial/Business promotions	\$75.00		
	Electrical	additional \$25.00		
Dumpster		\$50.00		Valid for 10 calendar days
Storage POD		\$50.00		Valid for 10 calendar days

Building, Planning and Zoning Department				
Item	Detail	Proposed Fee(s)		Notes
		Current Fees (Application or other); Fine	Plan Review Fee	
Oversize/Overweight Loads	Single Event	\$250.00		Valid only for permitted date
	Multiple Vehicles (each)	\$500.00		Valid only for permitted date
Hauling	Required for each load of 26,000 lbs. gross	\$120.00		Valid only for permitted date
Right-of-Way Permits				
Driveway Approach Permit	Application	\$90.00		Valid for 30 days
	Reinspection (each)	\$22.50		
Right of Way Excavation (Individual Site)	Application	\$90.00		Valid for 30 days
	Reinspection (each)	\$22.50		
Right of Way Excavation (Multiple Sites)	Application	\$180.00		Valid for 60 days
	Reinspection (per .25 hours)	\$45.00		
Routine Maintenance Disruption/Obstruction		\$120.00		Valid for 1 calendar year
Abateements				
Mowing	Non-Residential	\$200.00 + \$75.00/hour labor, per employee (1 hour min.) or actual cost of contractual mower		
	Residential	\$50.00 + \$75.00/hour labor, per employee (1 hour min.) or actual cost of contractual mower		
Failure to abate	Health and welfare nuisance	\$100.00		
	Motor vehicle nuisance	\$100.00		
Miscellaneous Violations				
Storm water management	Violation of approved plan/permit	\$100.00/offense/day		
Zoning regulations	Violation of submitted, approved plan	< \$500/offense/day		
Subdivision regulations	Violation of same	< \$500.00		

Parks & Recreation Department		
Item	Detail	Fees
Pool		
Daily Admission	General	\$25.00
Woodside Pool Pass	Single	\$60.00
	Family - up to 4 members, limit 2 adults aged 21+	\$100.00
	Additional family member	\$5.00
	New/Replacement Pool Card	\$3.00
Facility Rental		
Deposit		\$100.00
Community Room - Resident	Weekday - Business Hours	No Cost
	Nights/Weekends	60.00/hour
Community Room - Non Resident	Weekday - Business Hours	\$25.00/hour
	Nights/Weekends	\$80.00/Hour

Police Department					
Item	Detail	Proposed Fees/Fines	Current Fees	Code Section	
Police Report		\$10.00 each	\$2.00 each		10+ years unchanged
Video		\$25.00 each	\$25.00 each		10+ years unchanged
Fingerprinting Services	Resident	No Fee	Proposed		
	Non-Resident w/ Fingerprinting Card	\$10.00	Proposed		
	Non-Resident w/o Fingerprinting Card	\$25.00	Proposed		
Research Fee		Actual Staff Time	Proposed		
Return Check		\$30.00	\$20.00		10+ years unchanged
Photo Copies		0.50 per page	\$0.50		
Mailing		USPS Rate	USPS Standard Rate		
Alarms	Registration	No Charge	No Charge		
	False Alarm - first three alarms within 12 month period	No Charge	No Charge	10-409	10+ years unchanged
	False Alarm - all proceeding alarms within a 12-month period	\$50.00 per incident	Proposed		
Off Duty Security Service		\$65.00/hour	65.00/hour		

Residential Building Permit Fee Schedule				
Project Valuation				
\$1-1,000	\$50.00 up to	\$1,000		
\$1,001-5,000	\$50.00 for the first	\$1,000 plus	\$17.50 for each additional \$1,000 or fraction thereof to and including	\$5,000
\$5,001-25,000	\$120.00 for the first	\$5,000 plus	\$13.50 for each additional \$1,000 or fraction thereof to and including	\$25,000
\$25,001-50,000	\$390.00 for the first	\$25,000 plus	\$9.00 for each additional \$1,000 or fraction thereof to and including	\$50,000
\$50,001-100,000	\$615.00 for the first	\$50,000 plus	\$5.00 for each additional \$1,000 or fraction thereof to and including	\$100,000
\$100,001-500,000	\$865.00 for the first	\$100,000 plus	\$4.00 for each additional \$1,000 or fraction thereof to and including	\$500,000
\$500,001-1,000,000	\$2,465.00 for the first	\$500,000 plus	\$3.00 for each additional \$1,000 or fraction thereof to and including	\$1,000,000
\$1,000,001 and more	\$3,965.00 for the first	\$1,000,000 plus	\$2.00 for each additional \$1,000 or fraction thereof	