

**CITY OF WOODCREEK, TEXAS**

**RESOLUTION NO. 2019-03-13-2**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS ESTABLISHING A MASTER RATE AND FEE SCHEDULE FOR ASSESSING RATES AND FEES; AUTHORIZING THE CITY SECRETARY TO MAINTAIN THE MASTER RATE SCHEDULE AND RECOMMEND ADJUSTMENTS; REPEALING ANY CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR A FINDING OF PROPER MEETING AND NOTICE.**

**WHEREAS**, the City Council of the City of Woodcreek, Texas (“City”) seeks to provide for reasonable fees and charges for municipal services in order to recoup the cost of conducting municipal business on the public’s behalf without unduly relying on taxes; and

**WHEREAS**, the City Council finds that the Code of Ordinances of the City of Woodcreek, Texas (“Code”) contains rates and fees throughout the Code and desires to consolidate all City rates and fees to provide a single and convenient location for a list of all rates and fees charged by the City through a Master Rate Schedule; and

**WHEREAS**, by Ordinance No. 19-256, the City Council repealed all rates and fees provided by City ordinances and by the Code; and

**WHEREAS**, the City Council has determined that the public welfare would be best served by establishing a Master Rate Schedule;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS:**

**SECTION 1. RATES.** The City Council of the City hereby adopts the Master Rate Schedule with the rates and fees attached as Exhibit “A” hereto.

**SECTION 2. CITY SECRETARY AUTHORIZED TO MAINTAIN MASTER RATE SCHEDULE AND RECOMMEND ADJUSTMENTS.** The City Secretary or his or her designee is hereby authorized to maintain the Master Rate Schedule and make recommendations to the City Council on adjustments to the Master Rate Schedule, as may be necessary, that may be reviewed, amended and/or adopted by City Council, and after adoption incorporated into the Master Rate Schedule.

**SECTION 3. REPEAL OF CONFLICTING RESOLUTIONS.** All City resolutions or parts of resolutions inconsistent or in conflict herewith, to the extent of such inconsistency or conflict, are hereby repealed.

**SECTION 4. SEVERABILITY.** If any section, subsection, phrase, sentence or portion of this resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remaining portions thereof.

**SECTION 5. EFFECTIVE DATE.** That City Secretary is hereby ordered and directed to cause this resolution to be published in every issue of the official newspaper for two days; or one issue of the newspaper if the official newspaper is a weekly paper. This resolution and the rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect when the publication requirement is satisfied.

**SECTION 6. PROPER NOTICE AND MEETING.** It is hereby found and determined that the meeting at which this resolution was passed was attended by a quorum of the City Council, was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

**PASSED AND APPROVED** this the 13<sup>th</sup> day of March, 2019 by a vote of

  0   NAYS

  5   AYES

  0   Absent and Not Voting

**CITY OF WOODCREEK**

  
\_\_\_\_\_  
William P. Scheel, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Linda Land, City Secretary

## CITY OF WOODCREEK MASTER RATE AND FEE SCHEDULE

EFFECTIVE DATE MARCH 13, 2019

### SIGNS

Pre-application conference fee: \$30

Sign permit application fees (based on total square feet of sign surface area):

Up to 12 square feet: \$30;

Up to 16 square feet: \$45;

Up to 24 square feet: \$65;

Up to 32 square feet: \$80;

Up to 48 square feet: \$100;

Up to 64 square feet: \$115;

Up to 80 square feet: \$145;

Up to 100 square feet: \$175

Over 100 square feet: \$200.

Sign permit transfer of ownership fee: \$30.

Sign permit replacement fee: \$10.

Sign impoundment fee: \$30 per sign.

Sign permit waiver/variance request fee: \$500, plus cost of postage and publication

Signs erected before a permit is approved shall require double the normal permit fee amount.

### SITE DEVELOPMENT

Site development permit application fees:

Pre-application conference fee: \$85 per hour, with a \$85 minimum;

Concept plan review fee: \$575;

Small projects (<\$50,000): \$575;

Medium projects (\$50,000—\$100,000): \$1,150;

Large projects (>\$100,000): \$1,725;

Project cost estimate includes all site-related work (does not include costs of vertical structures, pump stations); cost estimate must be reasonable and based on current costs. The city shall determine the reasonableness of costs;

Temporary projects: \$300 for temporary improvements between 15 and 30 days; and

Site development permit amendment/engineer adjustment fee: \$300.

Reimbursement of consultant costs for site development application:

- The applicant is required to pay all associated costs prior to receiving a permit, regardless of city approval;
- Associated costs may include, but are not limited to, outside professional services provided by engineers, attorneys, surveyors, inspectors and others, as required; and
- Associated costs will be billed at cost, plus 10% to cover the city's additional administrative costs.

Waiver/variance request fee: \$500, plus cost of postage and publication

Guarantee of public improvements: a bond or cash equivalent in an amount equal to the estimated cost of construction of permitted project.

Any project that starts construction without a permit is subject to penalty as described by Chapter 154 of the Woodcreek Code of Ordinances.

Site development work done before the approval of a permit shall require double the normal permit fee amount.

Extension of plan approval request fee: \$300.

## **SUBDIVISIONS**

Pre-application conference fee: \$85 per hour, with a \$85 minimum.

Concept plan (major plat) fee: \$575 per plan.

Preliminary plat (major plat) filing fee: \$575 per plat, plus \$200 per lot.

Minor plat filing fee: \$575 per plat.

Final plat (major plat) filing fee: \$300 per plat, plus \$525 per lot.

Guarantee of public improvements: a bond or cash equivalent in the amount equal to the estimated cost of construction based on approved plans. This amount applies to utilities, drainage, water quality facilities, water detention facilities, roadways and all related features. This amount will not be collected if the county has collected no less than this amount, where applicable.

Guarantee of maintenance: 10% of the estimated costs of construction based on approved plans. This amount applies to utilities, drainage, water quality facilities, water detention facilities, roadways and all related features. This amount will not be collected if the county has collected no less than this amount, where applicable.

Vacation of plat fee: \$300 per plat.

Replat fee: \$300 per plat, plus \$300 per lot. Any time a vacation and replat occur at the same time, only the replat fee will be collected.

Plat amendment fee: \$300 per plat.

Waiver/variance request fee: \$500 per variance, plus cost of postage and publication

Extension of plat approval request fee: \$250.

Reimbursement of consultant costs for plat/construction plan application:

- The applicant is required to pay all associated costs prior to filing the plat for recordation with the City Secretary, regardless of City Council approval;
- Associated costs may include, but are not limited to, outside professional services provided by engineers, attorneys, surveyors, inspectors and others, as required; and
- Required consultant costs will be billed at cost plus 10% to cover the city's additional administrative costs.

Construction plan approval: fees related to construction plan review are included in the final plat filing fees and required consultant costs.

Any project that starts construction without a permit is subject to penalty as described by Ch. 155 of this code of ordinances. Construction work done before approval of a permit shall require double the normal final plat filing fee amount.

## **ZONING**

Use permit application fee: \$575, plus cost of postage and publication

Special use permit application fee: \$575

Zoning classification change request fee: \$575 per lot, tract or parcel

Planned development district request fee: \$5,750 per district, plus \$125 per acre

Waiver/variance request fee: \$500, plus cost of postage and publication

Reimbursement of consultant cost for zoning applications:

- Associated costs may include, but are not limited to, outside professional services provided by engineers, attorneys, surveyors, inspectors and others, as required; and
- Required consultant costs will be billed at cost, plus 10% to cover the city's additional administrative costs.

Zoning determination letter request fee: \$75.

## **DEVELOPMENT AGREEMENTS**

Development agreement fee: \$2,850 per agreement, plus \$125 per acre.

Reimbursement of consultant costs for development agreement:

- Associated costs may include, but are not limited to, outside professional services provided by engineers, attorneys, surveyors, inspectors and others, as required; and
- Required consultant costs will be billed at cost, plus 10% to cover the city's additional administrative costs.

## **RESIDENTIAL BUILDING PERMIT FEES**

Residential Application Building Permit Fee: \$1000

Residential structures, including fences, decks, enclosures, swimming pools: \$75

Residential accessory building, including garages, greenhouse/cabana, expansion of living space, workshop, tool shed: \$150.

Remodeling involving foundation, plumbing, electrical and/or framing: \$750

Waiver/variance request fee: \$500, plus cost of postage and publication

Work begun without permit(s) shall be double the normal permit fee amount.

### **COMMERCIAL AND MULTI-FAMILY PERMIT FEES**

Commercial and multi-family construction building permit fees: includes fees for building permit, inspections and plan review.

#### ***Value of Construction Fees***

|                           |  |
|---------------------------|--|
| \$1—\$10,000              | \$175.00   |
| \$10,001—\$25,000         | \$175.00 for the first \$10,000, plus \$20.00 for each additional \$1,000, or fraction thereof, to and including \$25,000      |
| \$25,001—\$50,000         | \$500.00 for the first \$25,000, plus \$15.00 for each additional \$1,000, or fraction thereof, to and including \$50,000      |
| \$50,001—\$100,000        | \$800.00 for the first \$50,000, plus \$10.00 for each additional \$1,000, or fraction thereof, to and including \$100,000     |
| \$100,001—<br>\$500,000   | \$1,250.00 for the first \$100,000, plus \$10.00 for each additional \$1,000, or fraction thereof, to and including \$500,000  |
| \$500,001—<br>\$1,000,000 | \$4050.00 for the first \$500,000, plus \$10.00 for each additional \$1,000, or fraction thereof, to and including \$1,000,000 |
| \$1,000,000 and up        | \$7,000.00 for the first \$1,000,000, plus \$5.00 for each additional \$1,000, or fraction thereof                             |

Replacement permit fee (lost or damaged): \$50.

Waiver/variance request fee: \$500, plus cost of postage and publication

Work begun without a permit shall be double the normal permit fee amount.

### **ALCOHOLIC BEVERAGE PERMITS AND LICENSES**

Annual fee to the City of Woodcreek equals one-half of the state fee as described in the Texas Alcoholic Beverage Code's Fee Charts current at time of application or renewal (authorized by TABC Title 3, Subtitle A, Chapter 11: Subchapter B, Sec. 11.38).

**FOOD ESTABLISHMENTS**

Food establishment permit fees:

| <i>Number of Employees</i> | <i>Fees*</i> |
|----------------------------|--------------|
| 1—15                       | \$250        |
| 16—30                      | \$375        |
| 31+                        | \$500        |

**NOTES TO TABLE:**

\*If application filed after June 1, only 1/2 of the application fee is due

Food establishment compliance inspection fee: \$150

Food establishment compliance reinspection fee: each additional inspection increases by \$50 and is cumulative (e.g., first inspection: \$150; second inspection: \$175; third inspection: \$200; and the like).

Child/adult care, church and school establishment inspection fees:

| <i>Licensed Number of Children</i> | <i>Fees Without Food Preparation</i> | <i>Fee With Food Preparation</i> |
|------------------------------------|--------------------------------------|----------------------------------|
| 13—40                              | \$200                                | \$300                            |
| 41—100                             | \$300                                | \$400                            |
| 101+                               | \$400                                | \$500                            |

Child/adult care sanitation inspection fee includes facilities with fewer than 13 children/adults, facilities with more than 12 children/adults, but no food preparation, custodial care homes/facilities and foster/adoptive homes: \$100

Mobile food unit fees

First unit: \$200; and

Each additional unit: \$150

Seasonal permit fee (valid for six months): \$100

Change of name/ownership fee: \$125

Establishment plan review fees:

- Actual plan review and two pre-opening inspections: \$175; and

- Each additional pre-opening inspection: \$125

Permit reinstatement fee after suspension: \$150

Temporary food establishments: \$35 per unit, per day.

### **ON-SITE SEWAGE FACILITIES**

Permit application fee (includes three inspections):

Single-family standard system permit fee: \$500

Single-family engineered system permit fee: \$750;

Commercial engineered system permit fee: \$1,000 and

State Commission on Environmental Quality On-Site Wastewater Treatment Research Council fee; Per State Fee Schedule

Re-inspection fee: \$125 per inspection

On-site sewage facility certification fee: \$150

Waiver/variance request fee: \$500, plus cost of postage and publication

Amendment/engineer adjustment to on-site sewage facility permit:

Single-family residential permit: \$300; and

Commercial permit: \$500

### **MISCELLANEOUS**

Copies: Black and White \$0.15 per page, Colored \$1.00 per page

Certified copies: \$1.50 per page

Faxes: \$0.25 per page

Notary services fee in accordance with Tex. Gov't Code § 406.024.

Grandfathered development status determination request fee:

- Subdivision: \$1,500; and
- Other projects (such as site development): \$1,000
- Appeal of determination of grandfathered status fee: \$500.

Waiver/variance request fee not listed above: \$500, plus cost of postage and publication

Checks returned for insufficient funds: \$35

Parking Permit Fee: \$10.00 per permit

Pyrotechnic/Fireworks Display Fee: \$50 per display

Special Event Permit: \$100 per event