

RESOLUTION NO. 16-2024

A RESOLUTION OF THE CITY OF MADRAS AMENDING, RESTATING, SUPERSEDING, AND REPLACING RESOLUTION NO. 02-2024, WHICH RESOLUTION ESTABLISHED A FEE RATE AND SCHEDULE FOR CITY SERVICES, PERMITS, APPLICATIONS, LICENSES AND OTHER MISCELLANEOUS CHARGES.

WHEREAS, the City of Madras has incurred increasing expenses for various services provided to residents of the City of Madras; and

WHEREAS, it is necessary to review on a regular basis and to bring current, fees and assessments charged by the City of Madras; and

WHEREAS, by adoption of this Resolution No. 16-2024 (this "Resolution"), the Madras City Council desires to amend, restate, supersede, and replace Resolution No. 02-2024 in its entirety.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Madras as follows:

1. Findings. The above-stated findings contained in this Resolution are hereby adopted.
2. Fee Schedule. City hereby adopts the following fee rate and schedule (as set forth below in this Section 2) as the current fees to be charged by City for City services such as permits, applications, licenses and other miscellaneous charges by City:

AIRPORT	AMOUNTS
Fuel Sales	
Jet A	Based on Market Rate set by Public Works Director
100LL Aviation Gasoline	Based on Market Rate set by Public Works Director
Hangar Rent/Tie Downs	Based on Market Rate set by Public Works Director
Fuel Flowage Fee (Per Ordinance No.859)	\$0.10 per Gallon

Other fees such as use fees, concessions, merchandise are set by airport management.

Airport Billing Late Fee	\$25.00
---------------------------------	----------------

BUSINESS LICENSES	AMOUNTS
Auction License	\$125/ day
Year-Round Business License (annual Fee, pro-rated 50% after January 1	
For Profit Inside City limits (New Applicant)	\$60.00
For Profit – Inside City Limits (Renewal)	\$50.00
For Profit – (Outside City Limits)	\$60.00
Non-profit/ exempt – Inside / Outside City Limits	\$0.00
Food Carts (by location)	\$40.00
Seasonal Business License (i.e. Street Vendor, fruit stand, etc.)	\$40.00 per Quarter
<i>Seasonal Business must meet the following: a) operate no longer than 90 days, b) business occurs wholly or primarily during one of the four seasons (e.g. spring, summer, fall, or winter) and c) occurs solely on private property, unless otherwise authorized to operate on public right-of-way.</i>	
Temporary Business license	\$40.00
<i>Temporary Business operates within the city for 30 days or less, and occurs on private property.</i>	
Business License Late Penalty	10% per month of license balance
<i>(Per section 12.2 of Business Ordinance, not to exceed balance of license)</i>	
Business License list	\$20.00 + Postage
Liquor License	

New Applications	\$100.00
BUSINESS LICENSES (CONTINUED)	AMOUNTS
Change in Ownership	\$75.00
Renewals or temporary Applications	\$35.00
Medical Marijuana Dispensary Permit Application and investigation fees	
Initial Permit Application and Investigation Fee	\$200.00
Permit Renewal Application and Investigation Fee	\$70.00
COMMUNITY DEVELOPMENT & PLANNING	AMOUNTS
Annexation	\$3,538.00
Accessory Dwelling Unit	\$590.00
Appeals	
Planning Commission	\$590.00
City Council	\$1,769.00
COMMUNITY DEVELOPMENT & PLANNING (CONTINUED)	AMOUNTS
Code Enforcement	20% of Community Development Structure building permit fee
Comprehensive Plan Text Amendment	\$10,952.62
Comprehensive Plan Amendment w/Rezone	\$4,867.94
Conditional Use (Includes Site Plan Review)	
Project value less than \$12,500	\$885.46
Project value between \$12,500 - \$25,000	\$1,217.76
Project value between \$25,000 - \$50,000	\$1,438.61
Project value between \$50,000 - \$100,000	\$1,659.46
Project value greater than \$100,000	\$1,880.30
Plus \$56 per each additional \$50,000 value	\$56.00/\$50,000
Copies	
Complete Municipal Code	\$304.44
Comprehensive Plan	\$60.89
Development Code	\$541.03
Public Improvement Design & Construction Standards	\$59.00
Storm Drainage Master Plan	\$30.96
Urban Forestry Management Plan	\$30.96
Transportation System Plan	\$60.89
Wastewater Master Plan	\$60.89
City of Madras Zoning Map	\$30.96
Development Plans & Maps	
Full Size - Color	\$36.12
Full Size - Black and White	\$24.77
Declaratory Ruling	
Type II	\$912.29
Type III	\$1,216.73
DMV License Review Fee	\$25.80
Extension Request	\$243.55
Final Plat Review Application	
Major (Subdivision)	\$608.88
Minor (Lot Line Adjustment and Partition)	\$304.44
Administrative Flood Review	
Floodway Review	\$6,084.67
Floodplain Review	\$608.88
Home Occupation	\$243.55
Infrastructure Review: Mfg. Home & RV Parks & Cottage Clusters	\$3,318.91
Land Partition	\$1,825.61
Land Use Application Notification (Postage)	\$91.85
Land Use Hearing Public Notice (Newspaper)	\$243.55

**COMMUNITY DEVELOPMENT & PLANNING
(CONTINUED)**

AMOUNTS

Landscape Security Deposit (Residential/Commercial/Industrial)	\$1,032.00
Lot Line Adjustment	\$608.88
Lot of Record Determination	\$3,042.34
Master Plan Review, Less than 5 Acres	\$1,825.61
Master Plan Review, More than 5 Acres	\$4,867.94
Medical and/or Recreational Marijuana Land Use Review	<i>(New Construction will require site plan review and applicable fees will apply)</i>
Modification of Application	50% of original application fees
Modification of Approval and or Conditions of Approval	50% of original application fees
Modification or Waiver of Residential Development & Design Standards	25% of original site plan review fees
Nuisance Enforcement Fee	20% of required Comm. Dev. Structural Bldg. Permit Fee
Public Hearing facilitated by Planning Commission and/or City Council	\$608.88
Public Hearing facilitated by Hearings Officer	\$2,433.46
Reimbursement District (plus actual costs)	\$928.80
Sign	
New	\$304.44
Face change	\$121.78
Temporary Special Permit	\$182.66
Site Plan Review	
Project value less than \$12,500	\$858.00
Project value between \$12,500 -	\$1,179.00
Project value between \$25,000 -	\$1,394.00
Project value between \$50,000 -	\$1,608.00
Project value greater than \$100,000	\$1,822.00 +
Plus \$66 per each additional \$50,000 value	\$66.00/\$50,000
Subdivision	\$2,434 + \$97.00/Lot
Temporary Use	\$304.44
Technology Fee (per application)	\$271.42
Urban Reserve Area Development Review	
Subdivision	\$609.00 + \$31.00/lot
Partition	\$608.88
Wireless Communication Tower Review (Type II & Type III):	
Project Value less than \$12,500	\$858.00
Project value between \$12,500 - \$25,000	\$1,179.00
Project value between \$25,000 - \$50,000	\$1,394.00
Project value between \$50,000- \$100,000	\$1,608.00
Project value greater than \$100,000	\$1,822.00
Plus \$55 per each additional \$50,000 in value	\$55.00/\$50,000
Variance	
Major	\$1,769.00
Minor	\$884.00
Development Code Text Amendment	\$4,717.00
Zoning Review	
Land Use Zoning Review	\$295.00
New or Expanded Structures	
\$241.00 + .006 X Valuation \$ 0 to \$300,000	
\$2,171.00 + .005 X Valuation \$300,001 to \$1,000,000	
\$5,630.00 + .004 X Valuation \$1,000,001 to \$5,000,000	

\$23,075.00 + .002 X Valuation Over \$5,000,000

**COMMUNITY DEVELOPMENT & PLANNING
(CONTINUED)**

AMOUNTS

For Example: A structure valued at \$450,000.00 would be figured as follows:

$$\$2,171.00 + (\$450,000.00 \times .005 = \$2,250) = \$4,421.00$$

No New or Expanded Structures \$107.00
Zoning Verification \$236.00 per request

GOLF COURSE

AMOUNTS

Standard Green Fees

9 Holes Week Days \$18.00/Round
9 Holes Week End \$20.00/Round
18 Holes Week Day \$27.00/Round
18 Holes Week End \$29.00/Round
Junior Rate (Applies To Children Under 18 Years Of Age) \$1.00/Round

Membership Initiation Fee (One Time Fee To New Members) \$100

Annual Membership (Single Payment Option)

Single \$700.00/Year
Couple \$800.00/Year
Senior- Single (65 And Older) \$650.00/Year
Senior Couple (65 And Older) \$750.00/Year
Add Child To Any Membership (Under18 Living At Home) \$100.00/Year

Annual Membership (Monthly Payment Option)

Single \$62.00/Month
Couple \$70.00/Month
Senior- Single (65 And Older) \$58.00/Month
Senior Couple (65 And Older) \$67.00/Month
Add Child To Any Membership (Under18 Living At Home) \$15.00/Month

Cart Storage Fee

Electric Cart Storage \$30.00/Month
Gas Cart Storage \$20.00/Month

Range Tokens

\$3.00/small bucket

Trail Fee

Annual \$100.00/Year
9-Holes \$5.00/Day
18-Holes \$8.00/Day

The City has the ability to adjust green fees for, including but not limited to, weekday specials, tournaments, twilight, and winter rates.

Other fees such as tournaments, concessions, merchandise, special rentals are set by golf course management.

MISCELLANEOUS

AMOUNTS

Consent to Annex \$150.00
County Recording Fee Actual Cost
Credit Card Transaction Fee 3% of fees due for fees totaling more than \$1,000.00

Jefferson County Fire District:

administrative fee for billing/ collecting Fire District permit fees) 10% of amount billed

Conference/Meeting Room Rentals (requires meeting room rental permit)

Available Facilities (When not in use by the City):

- 1) General Aviation Building- Conference Room (Airport)
- 2) City Hall Council Chambers
- 3) City Hall Council Work Room

MISCELLANEOUS (CONTINUED) AMOUNTS

4) Conference Room
Typical Availability:
 Monday through Friday (excluding holidays)
Hours Available (if not reserved):
 8 am to 5 pm

For Profit Organizations	
Week Day Room Rental	\$50.00/Day
Week Day Room Rental including any food/drink/catering	\$100.00/Day
Refundable Deposit (required on all room rentals)	\$100.00/Day
Non-Standard- Outside office hours, weekends, holidays	Additional \$50.00/Hour for staff
Non-Sufficient Funds Check Charge	\$35.00
Stop Payment Fee	\$35.00
Lien Search Fee (both electronic and manual searches)	\$30.00 per search

POLICE DEPARTMENT AMOUNTS

Impound Fee (Each Offense)	\$75.00/Vehicle
Photographic Copies	\$30.00/Case File
Police Protection Service	Loaded Patrol Officer Rate
Report Copies (Crime/Incident Reports)	\$10.00/Case File
Video Tape Copies	\$30.00/Case File
Digital Recordings	\$30.00/Case File

PUBLIC RECORDS REQUESTS AMOUNTS

(Refer to Public Records Request Policy for Additional Information)

Attorney fees	Actual Cost
Disks (CDs/DVDs provided by the City due to risk of viruses and file size)	\$15/ each
Fax Machine (limited to 25 pages)	\$2.00 first page; \$0.50/add 'l page
Financial Statement/Audit or Budget Reports	\$35.00
Labor Costs (chargeable in quarter hour increments)	\$40.00/hour
Maps and Plans	
Color	\$30.00
Black and white	\$20.00
Photocopies	
Letter (8 1/2" X 11")	\$0.25/page
Legal (8 1/2" X 14")	\$0.25/page
Non-Standard Size (11" X 17" or larger)	Actual Cost
Certified Copies	\$3.75/page
Postage or Delivery	
(Postage or Courier Fees)	Actual Cost
Additional Charges	

If a request is of such magnitude and nature that compliance will disrupt City's normal operation, City may impose such additional charges as are reasonably necessary to reimburse City for its actual costs of producing the requested public records.

Equipment Rental (1 hour minimum):

Aqua Tech	\$500.00/Hour
Boom Truck	\$200.00/Hour
Street Sweeper	\$450.00/Hour
Utility Camera	\$350.00/Hour

**A standard operator fee of \$75.00 per hour is included in the rental price stated above with the exception of the Aqua Tech and camera which includes two operators (time based on 15 minute increments)*

Traffic Control Device Deposit

A \$200.00 security deposit is required for each order of traffic control devices. The deposit will be refunded if returned in good condition within two weeks of drop-off. If items are lost or damaged, and exceed the collected security deposit, applicant is responsible to reimburse the City for actual cost of damages or loss.

Plan Reviews : Public Improvement Plans*

Submittal Fee	\$500.00
Plans/Per Sheet	\$75.00

Plan Reviews : Commercial Site Plans*

Submittal Fee	\$200.00
Plans/Per Sheet	\$50.00

Plan Reviews : Residential

New Construction	\$100.00
Remodel/Alteration/Addition	\$100.00

**Includes up to two reviews. If a third is required, a fee per sheet of resubmitted plans will apply per the rates above.*

Site Development Public Inspection*

Utilities (Sewer, Water, Storm, Dry)/Linear Foot	\$1.50
Sidewalks and Driveway Approaches/Square Foot	\$0.20
Structures (Manholes, Drywells, Catch Basins)/Each	\$165.00
Roadway (Pavement, Agg Base, Subgrade)/Square Yard	\$0.12
Final Inspection	\$800.00

**Rates based on approved plans. Minimum charge \$1,500*

Public Works Labor Rates*

Director	\$150.00
Manager	\$125.00
Operator	\$75.00

**1 hour minimum, time based on 15 minute increments*

Right-of-Way Permit includes sidewalk (Excludes Franchises) \$100.00

Sanitary Sewer Connection/ Inspection Permit \$175.00

Water Connection/ Inspection Permit \$125.00

Sidewalk In Lieu of Fee

Fee to be paid in lieu of constructing sidewalks \$100 per Linear Foot of street frontage

Vacation of public ROW

Petition Fee	\$120.00
Vacation Fee Deposit*	\$900.00

*(*If costs exceed the calculated minimum deposit, the petitioner is responsible to pay the additional services provided by the City)*

Warranty Agreement for Public Improvements \$500.00

Agreement between the City and contractor for a one year warranty on public improvements. Contractor to provide a 10% warranty bond.

Improvement Agreement for Public Improvements(Bond) \$750.00

Agreement between the City and owner for a one year warranty on public improvement not completed prior to plat or Certificate of Occupancy

SYSTEM DEVELOPMENT CHARGES (SDC)	AMOUNTS
----------------------------------	---------

Wastewater inside city limits (3/4 x 5/8 meter)	\$6,675/MCE
--	--------------------

Per meter capacity equivalent (MCE) per Wastewater System Development Charge Update November 2018.

See chart for additional meter sizes, multiple family & lodging facility unit charges.

Transportation	\$3,166.00
-----------------------	-------------------

Per peak-hour person trip per current ITE manual & SDC Final Report methodology June 2019.

Storm Drainage 3,000 sq.ft. impervious surface	
Residential Drainage Equivalent (RDE)	\$284.00/RDE
Residential/Commercial/Industrial	

Water	\$1,750/MCE
Per meter capacity equivalent (MCE) per Water Rate and System Development Charge Update March 2017. (1 MCE = 5/8" x 3/4 meter)	

Parks	
Single-Family Residential (i.e. one EDU)	\$2,421.00
Duplex or Multi-Family Residential (per# units)	\$241.00
Commercial (i.e. one EDU)	\$2,421.00
Industrial (i.e. one EDU)	\$2,421.00

UTILITIES	AMOUNTS
-----------	---------

Sewer Monthly Fees

1 EDU = 195 Gallons per Day or 782 Cubic Feet per month. New construction may be required to provide a separate meter for landscaping and one for domestic use. Sewer rates for developments with separate domestic use meters will be billed monthly according to the current meter readings. Existing development without a separate meter for domestic use, will be billed for sewer service based on the meter readings taken during the winter months and will be reviewed and adjusted on an annual basis. (Charges are based on a flow rate method.) For seasonal businesses the calculated rates will be established based on a twelve month average use to account for seasonal trends. The City reserves the right to look at commercial/industrial users on a 12 month average.

<i>Inside City Limits</i>	\$72.85/month
Sewer Service Deposit (Non-Owner Occupied)	2 mo. minimum bill
Sewer Monthly Fee Outside City limits	2.5 times inside city limits rate*

* unless applicant has signed a Consent to Annex and One Year Waiver

Initial sewer accounts will be based on the table below:

A. Residential	
Hotels/Motels/Motor Court/RV Park	1 EDU for Management
Multiple Dwelling (Duplexes, Apartments, Trailer Courts)	0.7 EDU per unit
Senior Multi-Housing	1 EDU for Management and 0.8 Per additional unit
Single-Family Dwelling	1 EDU
ADU	0.7 EDU per additional unit
B. Non-Residential	
Churches	1 EDU per 200 seats
Kitchens	1 EDU
Government Buildings	1 EDU per 10 individuals operating the premises
Hospitals/ Nursing Homes	1 EDU Per 3 beds
Schools	1 EDU Per 10 employees, administrators, and staff 1 EDU per 30 individuals including students, teachers, administration, and other staff:

UTILITIES (CONTINUED)**AMOUNTS****C. Commercial/ Industrial**

Where more than one business occupies a building, each business will be considered separately.

Barber Shops	0.3 EDU per chair
Beauty Shops	0.5 EDU per chair
Bowling Alley	1 EDU per 10 lanes plus 1 EDU for 600 sq ft gloss floor space for serving food
Car Wash	1 EDU per two stalls
Civic Clubs, Lodges, Senior Centers	1 EDU per 30 seats
Delicatessens	1 EDU per 600 sq ft plus building or other businesses space
Dry Cleaners	1 EDU per 500 sq ft
Exercise Salon with no pool or Gym	1 EDU per 1,500 sq ft
Exercise Salon with no Pool or Gym	1 EDU per 1,500 sq ft
Grocery Stores	1 EDU for each 10 employees plus 1 EDU for each prep room

(Additional charges may be assessed for toxic discharges) Plus: Charges for processed water according to demand where 360.5 gallons@ BOD loading of 200 mg/l and TSS loading of 216 mg/l equals 1 EDU.

Laundry, Coin operated	0.05 EDU per washing Machine
Medical, Dental, and veterinary Clinics/Offices	1 EDU per 1,000 Sq Ft
Recreational Vehicle Dump Facility	1 EDU Per dump outlet
Restaurants with or without Drive-thrus	1 EDU per 17-person seating capacity plus 1 EDU for each 10 employees
Retail stores	1 EDU per 10 employees
Service and Repair Shops	1 EDU per 10 employees
General Offices (with exception of Medical, dental, and Veterinary)	1 EDU per 10 employees
Service Stations	2 EDUs
Spas and recreational Facilities with Pool or Gym	1 EDU per 1,000 sq ft
Taverns / Lounges	1 EDU per 17 seats

Charges for facilities not listed will be based upon similar listed facilities, expected flows, and concentration of effluent or actual metering of water or wastewater.

Meter Replacement/Test

¾-inch Service	\$50.00
Larger Service	Actual Costs

Water Rates

Backflow Device Testing by City Contractor	Actual Costs
Backflow Device Testing by City Staff- all devices	\$80.00
Cross-Connection Variance	\$45.00

Meter Size Charges on Base (1st 500 cubic feet)

\$44.65

Each 100 Cubic Feet (excess of 500 minimum)

\$2.28/100 cu ft

Repair Service -After 3:30 pm

\$75.00 minimum fee plus \$25.00 for each additional half hour

Repair Service - During Office Hours (billed in half hour increments)

\$25.00 per half hour

(No Charge if Customer Installs Shut-Off Valve)

Administrative Theft of Services Fee (damage to water meters or sewer services)

\$100.00

(Plus actual costs to replace the damaged property will also be billed to the account)

Utility Re-Connect Fee

Water Account	\$40.00
---------------	---------

Water/Sewer Service Deposit (Non-Owner Occupied)

2 months minimum bill

UTILITIES (CONTINUED)

AMOUNTS

Water Meter Installation Fee

5/8" x 3/4" Meter to 1" Meter

\$250.00

1.5" Meter and Larger

Actual Cost of Meter and Meter setter

Delinquency Letter Notice Fee

\$5.00

Door Hanger Notice Fee

\$25.00

Other fees and charges may be charged to recover costs for city services as determined by the City Administrator.

1. Fee Schedule: Effective Date. This Resolution amends, replaces, restates, and supersedes Resolution No. 02-2024 in its entirety. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution (including the fees contained herein) will be in full force and effect from and after its approval and adoption.

BE IT FURTHER RESOLVED that these fees shall become effective on June 25, 2024.

ADOPTED by the City Council and signed by the Mayor this 25th day of June, 2024.

Ayes:

4

Nays:

0

Abstentions:

0


Absences:

2


Vacancies:

0

ATTEST:



Mike Lepin, Mayor



Keli Pollock, City Recorder