



**COALVILLE CITY COUNCIL
SPECIAL MEETING
NOTICE AND AGENDA**

Notice is hereby given that the Coalville City Council will hold a Special Meeting on **Monday, November 23, 2020** at the Coalville City Hall, 10 North Main, Coalville, Utah. This meeting will begin at **6:00 P.M.** **Due to the Covid-19 restrictions, only 10 individuals will be allowed to meet in person which will be the Coalville City Mayor, Council, Staff, and a Wohali Representative.** Others may connect to the meeting using the Zoom meeting information listed below. The agenda will be as follows:

1. Roll Call
2. Executive Session
3. Council Training
4. Work Session: Coalville City Fee Schedule Updates
5. Adjournment

Dated this 20th day of November, 2020.


Nachele D. Sargent, City Recorder

****In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Hall (435-336-5981) at least three days prior the meeting.**

Posted: November 20, 2020 City Hall, Coalville City Website, Utah Public Notice Website

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89740705624?pwd=elFFWDFRRnEvWXE5WUp6TjY3UTljQT09#success>

Passcode: 981601

Or iPhone one-tap :

US: +16699009128,,89740705624#,,,,,0#,,981601# or
+12532158782,,89740705624#,,,,,0#,,981601#

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Webinar ID: 897 4070 5624

Passcode: 981601

Mayor
Trever Johnson

Council
Cody Blonquist
Philip B Geary
Rodney Robbins
Tyler Rowser
Don C Winters

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Coalville City Council
Regular Meeting
HELD ON
November 23, 2020
IN THE
Coalville City Council Chambers and Electronic

Mayor Trever Johnson opened the meeting at 6:00 P.M.

MAYOR And COUNCIL PRESENT:

Mayor Trever Johnson
Council: Rodney Robbins, Philip Geary,
Don Winters, Cody Blonquist,
Tyler Rowser

CITY STAFF PRESENT:

Don Sargent, Consultant
Sheldon Smith, City Attorney
Zane DeWeese, Public Works Director/Electronic
Shane McFarland, Engineer/Electronic
Nachele Sargent, City Recorder

PUBLIC IN ATTENDANCE:

Jim Boyden
Virtual: DB, Eric Langvardt, Jennalyn Johnson,
Louise Willoughby, Margarita Richins, Shawn
Matheson, Tom Rees, Sheryl Rees, Lynn Wood

Item 1 – Roll Call:

A quorum was present.

Item 2 – Pledge Of Allegiance:

Mayor Johnson led the Council, Staff, and Public in the Pledge of Allegiance.

Mayor Trever Johnson thanked the Council Members and Staff for making time for this Special meeting. He stated the main purpose for the meeting was to propose going into an Executive Session to discuss possible pending litigation. He stated he had added some other items to the agenda for the public portion of the meeting.

Item 4 – Work Session: Coalville City Fee Schedule Updates:

Don Sargent reviewed the Application Fees comparisons chart (Exhibit A). He stated he had provided information to the Council to help them see the existing fees compared to the proposed fees. He stated the current Fee Schedule was comparable to other local cities and Summit County had just updated their fee schedule last year and so he had used that as a base line for review. He stated he had also included other examples depending on the application item. Don stated he had started his review with the primary application fees that dealt with development because the Council had expressed the most concern about those fees. He stated he was looking for direction

and input from the Council especially for the annexation fees to refine the document. Don stated the application fees should be assessed on the amount of cost to process the application. He stated the cost for mailing notices would be in addition to the application fee. Council Member Cody Blonquist stated he was concerned about the annexation fees. He suggested charging a base fee plus a fee per acre. Council Member Rodney Robbins questioned if Don had looked at Oakley and Kamas. Don stated yes, he had looked at them and our current fees were consistent or higher than what they had. Council Member Robbins stated he would like to see some comparisons from Beaver City. He stated he thought the County was quite high. Don Sargent stated he would be happy to supply the rates for Beaver City or any other specific city. He stated the fee schedules for other cities that were comparable to Coalville City, had not been updated for quite some time. He suggested only considering other schedules that had been updated in the last five years. He stated he would take as much time and look at as many cities as the Council would like. Don stated these fees would apply to everyone and the Council also needed to consider what the citizens could handle. He stated some projects were more complex and others were very direct and didn't need as much time. He stated the fee needed to cover both directions. Council Member Cody Blonquist stated he thought the developers should be responsible to pay the fees to cover the requirements for what they wanted to do with their property. Mayor Trevor Johnson recommended for the Council to review the fee structure and come back with ideas of what they would like to have happen. Don Sargent stated he would refine what he had and bring it back to Council for review.

Item 3 – Council Training:

Sheldon Smith stated he had received comments that there were members of the Council that didn't want him to do training and he didn't want to force training on them. He questioned if the Council wanted him to continue with the training. He stated he would like to receive feedback from the Council as what they would like to have happen. All of the Council stated they were okay with receiving training from Sheldon Smith. Council Member Phil Geary stated he had concerns that Sheldon was telling them what they could and couldn't do and he felt it was their decision to make. He stated Sheldon could give them advice and then they should be able to make whatever decision they wanted. Sheldon Smith stated it was his job to give them legal advice which included informing them of the consequences for their decisions. Council Member Tyler Rowser stated when the Council followed the legal advice they had been given, the City Attorney bore the burden if it went to court, but if they didn't follow it, the Council would bear the burden. Mayor Trevor Johnson stated legal advice should be the City Attorney's legal opinion on the issue and he felt Sheldon Smith had done that. He stated he agreed with Council Member Geary that it was up to them to decide if they wanted to follow the advice or not. Mayor Johnson gave the examples of the legal advice Sheldon Smith had given that had been proven to be sound legal advice and validated by third party legal opinions. He stated he didn't understand where the issues were coming from. He stated if the Council wanted more instruction and training there were all kinds of resources that could provide information for them. Sheldon Smith stated he wasn't saying he should be the only one to provide training, but he was the City Attorney and it was his job to provide the legal training for the Council on the issues they were facing. He stated he had been doing this for the City for 15 years and he had never had any issues. Sheldon stated he felt like they should be on the same team and working together to protect the City.

Sheldon Smith explained the legislative and administrative responsibilities of the Council. He stated the legislative side was making the laws and the administrative side was applying the laws. He

stated the first application fell under the legislative side and the second application was under the administrative side of the law. He stated they should listen to the public through a public hearing for both the administrative and legislative sides, but then the Council had to follow the law as administrators. He stated as the administrators they had to apply the law by checking off the boxes to make sure the requirements were met and if the project could meet the requirements, the Council was obligated to approve it. Sheldon Smith stated the City had an obligation to provide municipal services for a permitted use project. He stated the Wohali project could legally require the City to provide service to water the golf course, but they had committed to finding their own water. Council Member Cody Blonquist stated it was the Council's responsibility to verify all of the boxes had been checked, but it was also their job to rely on professional opinions and recommendations that the boxes had been checked and the requirements were met. He stated they, themselves, didn't have to be experts on everyone of the boxes. He stated they could take the legal and administrative advice of the people that had been hired as the professionals for the City. Sheldon Smith stated they had to rely on the expert information that was provided to them. He stated they could have that information clarified, but the professionals would provide the information. Council Member Don Winters questioned if a farmer wanted to plant and grow something on their property and it was a permitted use for farming, if the City had to provide water for them. Sheldon Smith stated law required the City to provide service as long as the City had the resources to do so. Council Member Cody Blonquist questioned if the City was obligated to provide a non-essential service like secondary water. Sheldon Smith stated they way the law was, there was a reasonable argument that the City would have to provide that service. Don Sargent stated the water rate fees would prohibit a farmer from being able to pay the City for the service. He stated it wouldn't be likely they would ever be able to make enough money to pay for the service. Sheldon Smith stated he believed in property rights and the City had an obligation to help exercise property rights in line with what Coalville City required. He recommended that once a public hearing had been held for a permitted use project, the Council had an obligation to shut the public off. He stated if the City ended up in litigation, the Council would be responsible for any conversations they had with the public or the developer outside of the public hearing. He stated his main obligation was to stand up for what the people were entitled to do, but protect the rights of Coalville City. Council Member Phil Geary thanked Sheldon for the information he had provided and stated he had a better understanding of things. Council Member Rodney Robbins questioned what was happening with the County road that went from the Boyden property over to Coal Hollow. Mayor Trevor Johnson stated he had been told by Arlin Judd the Summit Livestock and Range Company had petitioned Summit County to vacate the road to be able to lock the gates and make the roadway private. He stated they made the argument that it was all private property and there wasn't a public entity or any County land along that road. Mayor Johnson stated the County had requested for a Arlin Judd, a Range Company Board Member, to reach out to the City to see if we had any problems with the road being vacated and he had informed Mr. Judd that the City didn't have any problems with that. Sheldon Smith stated anyone that had an interest in the road wouldn't lose their rights even if it was vacated. Mayor Trevor Johnson stated part of the agreement was all of the property owners would still have access. Council Member Rodney Robbins questioned if the road was gated and the gates were locked, would the Wohali project still be able to use the road as the emergency egress. Jim Boyden stated all of the property owners would have access to the roadway with a wheel lock and fire access would be provided by crash gates or a wheel lock for emergency purposes. Council Member Cody Blonquist stated he had been in areas where the gates had been chained and the emergency response personnel made sure those gates were open.

Item 2 – Executive Session:

Mayor Trevor Johnson stated he would like to move into an executive session to address potential litigation issues.

A motion was made by Council Member Cody Blonquist to move into an executive session to discuss potential litigation issues. Council Member Phil Geary seconded the motion. All Ayes. Motion Carried.

Roll Call:

**Council Member Blonquist – Aye
Council Member Geary – Aye
Council Member Robbins – Aye
Council Member Rowser – Aye
Council Member Winters – Aye**

The Council moved into an executive session at 7:15 P.M.

The Council moved back into the special meeting at 7:55 P.M.

Council Member Phil Geary stated he had received an Email from Linda Vernon, Planning Commission Chair, and she had expressed extreme frustration at not being able to move forward with Don Sargent on the Code updates. He stated the Planning Commissioners were getting very discouraged and he felt if the City was going to keep the Planning Commission members on board, they needed to do something about it. Council Member Cody Blonquist stated he had the same feeling and felt the City had really good Planning Commission members and felt they needed to move forward with the revisions. Council Member Rodney Robbins questioned if the City could put in another moratorium to stop someone else from coming in to do a large development. He stated he understood there needed to be a public need, but if we ran out of water, that was a pretty big issue. Sheldon Smith stated he wouldn't recommend having a moratorium for all development. Mayor Trevor Johnson stated a lot of important things had been accomplished, but because it took so long to go through the process, there was still a lot to do. He questioned if the Council felt they had enough confidence in themselves and in the Planning Commission to move ahead with Don Sargent doing the revisions. Council Member Robbins voiced his opinion that he felt there was too much of a conflict of interest with Don Sargent and Don had just cut and pasted information from Summit County. Council Member Cody Blonquist stated he felt they should move forward now in the interest of time, and not wasting money, and the talent of the Planning Commission members. Don Sargent stated he felt the major Code revision issue was more about the existing permitted uses in the zone districts and not the MPD provisions. He stated he had items redlined in the MPD provisions that could be updated, but the major issues were with the allowed uses in each zone. Don referred to Council Member Robbins' comment about cutting and pasting from Summit County and stated the County fee schedule was the most recent updated fee schedule he could find. He stated when doing the revisions, he looked at the most relevant and updated information and provided that first to hold down the cost to the City. If the Planning Commission or the Council felt they needed additional information, then he continued his research to provide the additional

information. He stated that meant he had been authorized to take more time and money to go a step further with gathering information. He stated he didn't do that at first because it would cost the City more money and could be unnecessary. Don stated he tried to do the job the most efficient and productive way. Mayor Trever Johnson stated he had received the Email from Linda Vernon and had also received one from Tonja Hanson with the same message. The Mayor and Council continued to discuss what they would like to see with the fee schedule and the Code revisions including not making the fees unreasonable for the regular guy, giving more direction for the fee schedule to Don Sargent, the information provided tonight for the fee schedule was just a base starting point, looking at defining the use list for each zone, the possibility of doing a moratorium, moving forward to make use of the talent of the Planning Commission, possibly having an avenue for the public to say what their concerns were with the Code, having Don Sargent do a rough draft of the uses for each zone to be able to have a public hearing, the use list was what had caused a problem with the Wohali project and not the MPD provisions, previous Councils had thought a golf course was a great use and had begged other developers to come and put one in here, and putting the decision to have Don Sargent move forward with the revisions on the next agenda.

Don Sargent stated along with the fee schedule, he was working on the provisions for an Administrative Law Judge and should have the first draft ready for the Planning Commission review hopefully by the next meeting.

Council Member Tyler Rowser commented he had noticed the Public Works employees out cleaning up the leaves throughout the City and how nice it made the City look. Council Member Don Winters stated as a business owner they really appreciated them. Mayor Trever Johnson stated Zane DeWeese really appreciated the support from the Council. He stated Zane took a lot of pride in his job and if he was chasing water or worried about something in the City, he would stay up all night to make sure it was taken care of. He stated he was a huge asset to the City.

Item 5 – Adjournment:

A motion was made by Council Member Tyler Rowser to adjourn the meeting. Council Member Cody Blonquist seconded the motion. All ayes. Motion Carried.

The meeting adjourned at 8:24 P.M.

Mayor Trever Johnson

Attest:

Nachele D. Sargent, City Recorder

"Exhibit A"
Council 11/23/2020

DRAFT 11/23/2020

Application Fee Comparisons		
Community Development Applications		
Application Type	Existing Fee Amount	Proposed Fee Amount
Annexation	\$1,250	Needs discussion (fees vary drastically and usually include a per acre amount)
Appeals	\$200	\$400
Pre-Application	\$200	\$200
Concept Plan	\$25/lot or unit	\$25/lot or unit \$500 flat fee Non-residential
Preliminary Plan	\$125/lot or unit \$100/1000 sq. ft. Commercial \$175/unit Multi-family	\$300/lot or unit \$2,500 flat fee Non-residential
Final Plat	\$100/lot or unit \$100/1000 sq ft Commercial \$100/unit Multi-family	\$150/lot or unit
Final Site Plan	N/A	\$30/lot or unit Residential \$2,500 flat fee Non-Residential
Plat Amendment	\$500	\$500 administrative review \$1,000 public hearing review
Lot Line Adjustment	\$250	\$500
Conditional Use	\$250	\$1,000 Residential \$2,500 Non-residential
Zone Map/Text Amendment	\$500	\$2,000
Sign Permit	\$75	\$100/sign
Board of Adjustment	\$200	\$1,000
Development Agreement	N/A	\$1,000 initial application \$2,000 prior to final approval
General Plan Amendment	\$500	\$3,000
Lot of Record Determination	N/A	\$50/parcel
Engineering/Public Works Applications		
Application Type	Existing Fee Amount	Proposed Fee Amount
Excavation	\$50	\$150 for less than 5,000 cubic yards \$400 for 5,00 cubic yards or more 120% Revegetation Bond 120% Completion Bond
Floodplain Determination	N/A	\$50 per request
Floodplain Development Review	N/A	\$200
Public Street Vacation	\$625	\$300

Construction Inspection Fee	1.5% cost of public improvements	1.5% for civil improvements less than or equal to \$500,000 \$7,500 + 0.1% for civil improvements more than \$500,000
Construction Plan Review	N/A	\$250 for 10 or less lots \$550 for more than 10 lots \$400 for less than 100,000 square feet disturbance Non-residential \$750 for 100,000 square feet or more disturbance Non-residential
Storm Water Pollution Prevention Plan (SWP3) and Erosion Control Plan (ECP) Review	N/A	\$100 for sites less than 1 acre + \$100 re-inspection fee \$200 for sites 1 acre or more + \$100 re-inspection fee
SWP3 and ECP Bond	N/A	120% of estimated cost to implement



Staff Report

Coalville City
Project Coordinator

To: Coalville City Mayor and Council
From: Don Sargent, City Project Coordinator
Date of Meeting: November 9, 2020
Re: Draft Updated Coalville City Fee Schedule
Action: Work Session

Review and Discussion of Draft Updated Fee Schedule

REQUEST

The purpose of this work session is to review and discuss updates to the city fee schedule.

This item is scheduled for work session only (public comment will be taken at a future noticed public hearing). No action on the fee schedule is requested at this time.

BACKGROUND

The existing city fee schedule has not been updated since 2015. *Attachment A* includes the 2015 city fee schedule for reference. The existing review, processing and other fees indicated in the fee schedule are not current with industry standards and actual costs.

ANALYSIS

Staff researched other local fee schedules and particularly Summit County schedule of fees, which was recently updated in 2019 as a basis for consideration of fee amounts that may be applicable to Coalville City. *Attachment B* includes a Draft Fee Schedule for review and discussion.

RECOMMENDATION

Staff recommends the City Council review and discuss the draft fee schedule and provide input and direction to staff in preparing a final fee schedule for possible adoption at a subsequent meeting.

ATTACHMENTS

- A. Existing 2015 City Fee Schedule
- B. Draft Updated Fee Schedule

ATTACHMENT A

Existing 2015 City Fee Schedule

RESOLUTION NO. 2015-1
FEE SCHEDULE FOR COALVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT

WHEREAS, Coalville City has adopted a Development (Zoning) Ordinance and Subdivision Ordinance, and,

WHEREAS, these ordinances contemplate and provide that the City shall fix fees for the filing of various applications and permits and for purposes required in the implementation of the ordinances, and

WHEREAS, by Resolution No. 1998-5, the City adopted fee schedules for certain applications and permits filed and issued pursuant to the Development Ordinance adopted by the City, and

WHEREAS, by Resolution No. 2006-7, the City adopted revised fee schedules, and

WHEREAS, by Resolution No. 2010-2, the City adopted revised fee schedules, and

WHEREAS, by Resolution No. 2011-1, the City adopted revised fee schedules, and

WHEREAS, certain changes are to be made in the fee schedule and the City desires to adopt a resolution providing a fee schedule which shall supersede and replace the fee schedule promulgated by Resolution No. 2011-1, updated to show the current fees,

WHEREAS, following the holding of a public hearing as required by law, the City Council approved the following resolution relating to a revised fee schedule for Coalville City at its regular City Council Meeting held March 9, 2015.

NOW, THEREFORE, BE IT RESOLVED that the following fee schedule is hereby adopted:

APPLICATIONS

APPLICATION TYPE

FEE AMOUNT

Annexation

Annexation

\$1,250, plus notification and publication costs

Appeals Fees

Appeals to the Board of Adjustment	\$200, plus notification and publication costs
Re-application Fees	Original Fees

Building Permit

Application Fee	\$200
Demolition Fee	\$200
Violation	Double filing fee when fee is required and \$10/day fine up to the day of initial corrective action or acceptable response made thereto
Plan Check Fees	65% of Building Permit Fee
Electrical, Mechanical & HVAC Permit	\$101 unless Commercial
Use of Outside Consultants for Plan Reviews, Inspections, or both	Actual cost plus application fee

Public Street Vacation

Public Street Vacation	\$625 + notification & publication costs
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Code Enforcement

Administrative Code Enforcement Fees	Double filing fee (when fee is required) and \$25/day fine (up to the day of initial corrective action and/or acceptable response is made to the City).
Daily Violation Fee	\$25

Minimum Fee for Noncompliance	\$50
Maximum Fee for Daily Violations	\$1,000

Beer and Liquor License

Beer and Liquor License	\$200
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Grammar Requests

Copies made at City facility	\$.25 per single page (8 ½ X 11) \$.50 per single page (11 X 17)
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Business License

New License	\$20 - \$50 base fee + other applicable fees
Temporary Use and Signs	\$25 signs up one week before & down 48 hours after event
Renewal	\$20 - \$50 base fee + other applicable fees
Agriculture Services, Fishing, Hunting, Trapping, Mining & Quarry	\$25 + fee for employees
Construction Related Activities	General contractor, \$50 + fee for employees; sub- contractor, \$30 + fee for employees
Manufacturing Activities	\$50 + fee for employees
Transportation, Communications and Utilities	\$25 + fee for employees
Wholesale Trade	\$50 + fee for employees
Retail Trade	Grocery, towing, gas & oil,

	hardware, software, towing, equipment, rental, prescription drugs, \$25 + fee for employees
Eating and Drinking Establishments	\$25 + fee for employees
Rental Units	Motel, Hotel, RV Parks, Rentals, etc. \$20 + \$10 per unit storage units \$20 + \$5 per unit
Pawn Brokers	\$50 + fee for employees
Finance, Insurance & Real Estate Services	\$50 + fee for employees
Other Professional Services	\$50 + fee for employees
Other Services	\$30 + fee for employees
Home Occupations	Minor: \$25 + fee for employees; Major: \$35 + fee for employees
Temporary Retail Sales	\$25 + fee for employees
Special Sales Events & Promotions	N/A
Non-Profit Special Events	N/A
Solicitors, Peddlers, Vendors, Transient Sales	Requires Notification
Motion Picture Productions	\$500

Excavation Fees

Application Fee	\$50
Basic Permit/no asphalt disturbance	\$50
Permit for Penetration of Asphalt	\$1,300 with \$650 refunded after work is accepted
Per pothole utilizing soft dig methods	\$50

ROW excavation	\$50 per pothole \$100 per site + \$0.50 per square foot
Asphalt Cuts	
i. Asphalt < 3 years old	\$500 + 0.50 per square foot
ii. Asphalt 3 years old or older	\$250 + 0.25 per square foot
ROW or Roadway crossings using no trench methods	\$100 per crossing + 0.10 per linear foot
Sidewalk, Curb and Gutter, misc. concrete	\$100 + 0.15 per square foot
All are Non-Refundable	

Bonding Requirements

Cash Bond \$1,500 for summer work; held by City and refundable one (1) year after final inspection
Cash Bond \$2,000 for winter work; held by City and refundable two (2) years after final inspection
For projects where surface repair is estimated to exceed \$2,000 a cash or surety bond for 125% of the estimated cost
For utility companies with bonding in place; proof of that bonding and contractor's access to the bonding is satisfactory

Digging without a permit

Doubling of original fee that would have been required

Planning Fees

Pre-application Fees	Minimum of \$200, is applied toward application fees
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Subdivision

Concept Conference	Subdivision/MPD: \$25/ lot or unit commercial/
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	Light Industrial/public: \$50/1000 sq. ft. + notification and publication costs **
Minor Subdivision	\$600 only one process + notification and publication costs **
Preliminary Plan	Subdivision/MPD: \$125/ lot or unit; Comm./Light: \$150/1000 sq. ft.; Multi- Family Unit \$175 per unit + notification and publication costs **
Final Plat	Subdivision/MPD: \$100/ lot or unit; Comm/Light/ Public: \$100/1000 sq. ft.; Multi-Family Unit \$100 per unit + plus notification and publication costs **
Plat Amendment	\$500 + notification and publication costs **
Lot Line Adjustment	\$250 + notification and publication costs **
Revision to Conditions of Final Plat	\$250 **
Extension of Approval	\$150
Recording Fees	Summit County fees at Recorder's Office
Subdivision Inspection Fee	1.5% cost of public improvements or if hiring outside consultant, any additional cost incurred by the City
Modification to an MPD	\$100 per unit **
Agriculture Protection Area Request	\$100 + notification and publication costs **

Conditional Use/Telecommunications

Conditional Use Permit	\$250 + notification and publication costs
Conditional Use Major Home Occupation	\$75 + notification & publication cost
Conditional Use Business in Existing Bldg.	\$125 + notification & publication cost
Beekeeping/Special Conditional Use	\$25 and shall be paid at the time of application for a conditional use permit. After three (3) years the applicant will have to re-apply to extend the permit. No additional fees will be assessed to renew the permit.
Telecommunications Approval	cost of building permit

Zone Changes

Zone Changes	\$500 + notification and publication costs
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Board of Adjustment

Board of Adjustment	\$200 + notification & publication cost
Public Notice Publishing	\$25/publication + <u>actual cost</u>
Public Notice Mailing	\$2/envelope

Other

Development Code Amendments	\$250
Development Code Book	\$50 (<u>special request</u>)
General Plan Amendment	\$500 + notification and publication costs

General Plan Book	\$25 (<u>special request</u>)
Maps	\$10 (color) <u>11X17</u>
Zoning/Subdivision Ordinance Book	\$50 (development code)
City Standards and Specifications	\$40

Sign Review

Sign Review	\$75 + other applicable fees
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Sewer Fees

Connection	\$1,500 (Impact Fees may be Applicable)
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Water Fees

Connection	¾ inch connection is \$1,350 1 inch connection is \$1,850 2 inch connection is \$3,200
Reconnect Fee	\$35
Deposit for Connection	\$200

SPECIAL SERVICES

Professional Consultant Fees: In the event it is necessary for the City to obtain the services of a planner, engineer, attorney, or other outside professional consultant to review an application, the applicant shall pay the actual cost in excess of the application fees incurred by the City for such services.

Pre-Application Fees: In the event an applicant requests a Staff review and/or Planning Commission Work Session prior to filing a formal application, a \$200 minimum fee shall be required. If a formal application is filed following the Staff review and/or Planning Work Session, the \$200 will be applied toward the application fee.

Note: This development and inspection fee schedule may be periodically updated

and/or revised by a resolution of the City Council as deemed necessary to cover the cost of reviewing and processing applications, inspecting development projects and enforcing the building and development codes.

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Note: The fees for reviewing preliminary plats, final plats, and site plans cover the cost of reviewing two submittals for each stage in the process. Any additional submittals will be assessed a review fee on an hourly basis at the non-negotiable hourly rate of the City Engineer and City Planner. Review costs can be kept to a minimum if the engineer for the developer is thorough in the original plat and plan preparation, is thoroughly familiar with the subdivision ordinance and associated checklists, and is responsive to the review comments. All review costs associated with each subdivision shall be paid in full prior to approval by the governing body.

This resolution supersedes and replaces Resolution No. 2011-1 and shall be and become Effective on the date set forth below.

DATED this 9th day of March, 2015

Council Member Anson

Council Member Richins

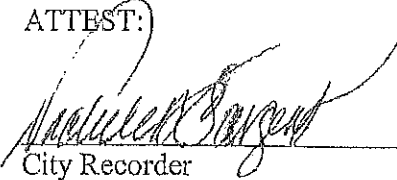
Council Member Coleman

Council Member Robbins

Council Member Judd

aye
aye
aye
aye
aye

ATTEST:


City Recorder


Mayor

ATTACHMENT B

Draft Updated Fee Schedule

COALVILLE CITY FEE SCHEDULE

COMMUNITY DEVELOPMENT FEES

- 1) **Administrative Appeal:** \$400
- 2) **Board of Adjustment Application:** \$1,000
- 3) **Conditional Use Permit**
 - a. **Residential:** \$1,000
 - b. **Non-Residential:** \$2,500
- 4) **Condominium Plat:** \$250/ lot or unit
- 5) **Development Agreement:** \$1,000 paid with initial application, plus an additional \$2,000 to be paid prior to City Council action
- 6) **Development Agreement Amendment:**
 - a. \$1,000 for amendments requiring a public hearing
 - b. \$500 for minor amendments that do not require a public hearing
- 7) **Development Code Amendment:** \$2,500
- 8) **Final Site Plan**
 - a. **Residential:** \$30/ lot or unit
 - b. **Non-Residential:** \$2,500 flat fee
- 9) **Final Subdivision Plat:** \$150/ lot or unit
- 10) **General Plan Amendment:** \$3,000
- 11) **Lot Line Adjustment:** \$500
- 12) **Lot of Record Determination:** \$50 / parcel
- 13) **Plat Amendment**
 - a. Administrative process (if no public hearing is held): \$500
 - b. Public process (if a public hearing is held): \$1,000
- 14) **Preliminary Plan**
 - a. **Residential:** \$300/lot or unit
 - b. **Non-Residential:** \$2,500 flat fee
- 15) **Public Hearing Notification and Publication:** \$2.00/individual notice and actual cost of newspaper publication.
- 16) **Rezone (Zone District Map Amendment):** \$2,000
- 17) **Sign Permit:** \$100/sign
- 18) **Concept Plan**
 - a. **Residential:** \$25 / lot or unit
 - b. **Non-Residential:** \$500 flat fee

19) Special Event Permit

- a. **Minor Event: \$250***
- b. **Major event, up to 5,000 people: \$400***
- c. **Major event, exceeding 5,000 people: \$1,000***

**Applications submitted late shall be charged double fees to cover the cost of expediting the review process*

- 20) Pre-Application Fees:** In the event an applicant requests a Staff review and/or Planning Commission Work Session prior to filing a formal application, a \$200 minimum fee shall be required. If a formal application is filed following the Staff review and/or Planning Work Session, the \$200 will be applied toward the application fee.

ENGINEERING and PUBLIC WORKS FEES

1) Construction Plan

- a. Residential of less than 10 lots: \$250
- b. Residential of 10 lots or more: \$550
- c. Non-Residential of less than 100,000 square feet of disturbed land: \$400
- d. Non-Residential of 100,000 square feet or more of disturbed land: \$750
- e. Engineering Construction Inspection Fee
 - i. For projects with estimated construction cost less than or equal to \$500,000, the fee is 1.5% times the construction cost.*
 - ii. For projects with estimated construction cost more than \$500,000, the fee is \$7,500 plus 0.1% times the construction cost.*

* Construction costs to be included in the fee calculation are for all "Civil" Improvements including sewer, water, secondary water and roads. It does not include building or structure improvement costs.

2) Road Vacation Petition: \$300

3) Excavation Encroachments and Structures in the City Right of Way

- a. Excavation Permit: \$150 Base Fee or the first 100 linear feet + \$10 per additional 100 linear feet
- b. Driveway Encroachment Permit
 - i. \$200 per Encroachment
 - ii. \$100 Re-inspection Fee
- c. Structure Encroachment Permit: \$100 first structure + \$10 per additional structure
- d. Excavation Completion Bond: \$400 per 100 feet of trench (\$1500 min)
- e. Asphalt Cut Repair Bond: \$500 plus \$50 per square foot
- f. Driveway Bond: 120% of the estimated cost to complete restoration and revegetation
- g. Road Closure Permit: \$100

4) Excavation, Grading, and Filling on Private Property

- a. Grading Permit
 - i. Less than 5,000 cubic yards: \$150/application
 - ii. Equal to or more than 5,000 cubic yards: \$400/application
- b. Revegetation Bond: 120% of the estimated cost to complete revegetation
- c. Completion Bond: 120% of the estimated cost to complete restoration

5) Floodplain Development

- a. Application Review: \$200 per application
- b. Floodplain Determinations: \$50 per request

6) Storm Water Pollution Prevention Plan and Erosion Control Plan

- a. Sites Less Than One Acre: \$100 per application
 - i. \$100 Re-inspection Fee
- b. Sites of 1 Acre or More: \$200 per Application + \$20 per additional acre i. \$100 Re-inspection Fee
- c. SWP3 and ECP Bond: 120% estimated cost to implement

7) Weed Control Plan

- a. **Weed Control Plan Review and Inspection (Grading Permits, Construction Plan Permits, Final Site Plan)**
 - i. \$250 per Plan (includes one plan review and four required inspections)
 - ii. \$50 per re-inspection fee
- b. **Weed Bond (Grading Permits, Construction Plan Permits):** \$300 / disturbed acre
- c. **Weed Control Fee (Excavation Permits):**
 - i. \$10 / first 1,000 square feet of disturbed area; plus
 - ii. \$0.010 /sq. ft. for area disturbed over first 1,000 sq ft up to 10,000 sq ft of disturbed area; plus \$0.006 /sq. ft. for area disturbed over 10,000 sq ft.

8) Small Municipal Separate Storm Sewers (MS4s) Inspection Fees

- a. **Encroachment Permits** (includes single family homes):
 - i. \$50 per month (limits of disturbance 1 acre or more)
 - ii. \$20 per month (limits of disturbance less than one acre)
 - * The applicant shall be required to pay the above fees before the next inspection will be scheduled.
- b. **Commercial Development:** (includes commercial projects and multi-housing unit projects): \$100 per month.
- c. **Grading Permits:**
 - i. \$50 per month (for 1 acre) + \$10 additional per month per acre of disturbed area.
 - ii. \$20 per month (limits of disturbance less than one acre)

9) Construction Water Use Fees:

This fee is for the sale of water via a fire hydrant connection for the purpose of construction uses. The sale must be approved by the Coalville City Public Works Director. The PWD will also determine the connection site for the point of sale and reserve the right to stop the sale of water at any time for any reason. Sale of water is dependent upon the availability and, day to day water department operations. All connections to a truck, trailer or other means of transporting water must be approved by a public works employee. Water will be metered and charged per/gal. A fee will be assessed for connection and inspection.

- a. **Meter Connections**
 - i. \$100.00 during PW normal working hrs.
 - ii. \$150.00 after PW normal working hrs.
- b. **Rates**
 - i. \$3.50 per 100/gal or 0.035 cents per/gal
 - ii. \$4.50 per 100/gal or 0.045 cents per/gal after NWH
 - iii. 1000 gallons or less will be charged \$35.00 per/load

BUILDING FEES

(fees are based on cost per square foot)

1) Building Valuations

- a. **Agricultural Buildings:** \$20 per square foot
- b. **Commercial Structures per the International Building Code (IBC):** Cost per square foot as reported in the Building Safety Journal published by the International Code Council (ICC)
- c. **Residential Structures per the International Residential Code (IRC):** Cost per square foot is based on the table listed below:

Residences (single family and townhouses)

250 — 1300	= \$98.95
1301 — 1400	= \$99.94
1401 — 1500	= \$100.93
1501 — 1600	= \$101.92
1601 — 1700	= \$102.91
1701 — 1800	= \$103.90
1801 — 1900	= \$104.89
1901 — 2000	= \$105.88
2001 — 2100	= \$106.87
2101 — 2200	= \$107.86
2201 — 2300	= \$108.55
2301 — 2400	= \$109.83
2401 — 2500	= \$110.82
2501 — 2600	= \$111.81
2601 — 2700	= \$112.80
2701 — 2800	= \$113.79
2801 — 2900	= \$114.78
2901 — 3000	= \$115.77
3001 & up	= \$116.76

- d. **Garages:** \$37.87 per square foot
- e. **Decks:** \$5 per square foot

2) Building Fees

- a. **Agricultural Buildings:** \$6 per \$1,000 of valuation or fraction thereof
- b. **Commercial Structures built per the IBC:** Fees calculated at a rate of 0.0075 (3/4 of 1%) of the construction valuation
 - i. **Minimum fee:** \$25
- c. **Residential Structures built per the IRC:** Fees calculated at a rate of 0.0075 (3/4 of 1%) of the construction valuation.
 - i. **Minimum fee:** \$25

3) Plan Review Fees

- a. **Agricultural Buildings:** No fee
- b. **Commercial Structures:** 65% of building permit fee
- c. **Residential Structures:** 65% of building permit fee
- d. **Detached garages with no living space, decks/porches for existing structures, and accessory buildings:** 15% of building permit fee

4) Plumbing Permit Fees

- a. **Permit Issuance Fee:** \$10
- b. **System Fee (does not include \$10 issuance fee):**
 - i. **Agricultural Buildings:** \$0.025 per square foot
 - ii. **Commercial Structures per the International Plumbing Code (IPC):**
\$0.03 per square foot
 - iii. **Residential Structures per the IRC:** \$0.025 per square foot

5) Mechanical Permit Fees

- a. **Permit Issuance Fee:** \$10
- b. **System Fee (does not include \$10 issuance fee):**
 - i. **Agricultural Buildings:** \$0.025 per square foot
 - ii. **Commercial Structures per the International Mechanical Code (IMC):**
\$0.03 per square foot
 - iii. **Residential Structures per the IRC:** \$0.025 per square foot

6) Electrical Permit Fees

- a. **Permit Issuance Fee:** \$10
- b. **System Fee (does not include \$10 issuance fee):**
 - i. **Agricultural Buildings:** \$0.025 per square foot
 - ii. **Commercial Structures per the National Electric Code (NEC):** \$0.035 per square foot
 - iii. **Residential Structures per the IRC:** \$0.03 per square foot

7) Alternative Energy Permits: These permits are separate from the permits issued for new construction. These permits include, but are not limited to, hot water, photovoltaic, geothermal, and wind generated power.

- a. **Photovoltaic System:** \$700
- b. **Geo-Thermal:** \$500
- c. **Solar Hot Water:** \$250
- d. **Wind Generator:** \$250
- e. **Permit Issuance:** 10% of review fee

8) Utah State Surcharge: A 1% surcharge on all permits to be collected and remitted to the State of Utah as per UCA 15A-1-209., as amended

9) Other Inspections and Fees

- a. **Inspections outside of normal office hours:** \$100 per hour (minimum of one hour)
Re-Inspection fee assessed under the provisions of Chapter 1 of both the IBC and IRC: \$100 per occurrence

- b. Inspections and permits for which no fee is specifically indicated: \$100**
- c. Additional plan review required by changes, additions, or revisions to approved plans: \$100 per hour (minimum of one hour)**

**PROVISIONS APPLICABLE TO COMMUNITY DEVELOPMENT, ENGINEERING, PUBLIC
WORKS, AND BUILDING FEES**

1) Refunds of Fees

Community Development, Engineering and Public Works Fees

A refund may be given in an amount not to exceed fifty percent of the application fee or fees paid, when the application is withdrawn, in writing, prior to any of the following:

1. Issuance of any notice of public hearing or prior to begin placed on agenda of the Planning Commission, Board of Adjustment, or City Council.
2. Completion of the review of any documents or plans submitted with the application.
3. An inspection or site visit requested by the applicant or performed by Staff.

Building Fees

A refund may be given in an amount not to exceed eighty percent of the building permit fees paid, at the discretion of the Building Official, if work has not commenced on the permitted project and more than six months has not passed since the granting of the permit. Plan review fees are not refundable.

2) Special Services

Professional Consultant Fees: In the event it is necessary for the City to obtain the services of a planner, engineer, attorney, or other outside professional consultant to review an application, the applicant shall pay the actual cost incurred by the City for such services.

3) Double Fees

Any person, firm, corporation, or any other entity who commences any development activity before obtaining the necessary permits shall be subject to double permit fees for the specified application. The payment of such double fee shall not relieve anyone from fully complying with the requirements of applicable codes and ordinances in the execution of the work nor from any other penalties prescribed herein.

Coalville City shall have the right to issue a stop work order if development activity is commenced or continued without obtaining the necessary permits.

"Development Activity" as used herein includes any of the following activities requiring a permit:

- a) Change in use.
- b) Construction, clearing, filling, excavating, grading, paving, dredging, mining, drilling or otherwise significantly disturbing the soil of a site.
- c) Building, installing, enlarging, replacing or substantially restoring a structure, impervious surface.
- d) Erection of a sign.
- e) Alteration of a historic property for which authorization is required under this title.
- f) Any activity increasing the need for parking or generating additional traffic.
- g) Construction, elimination, or alteration of a driveway within a public road right-of-way.
- h) Demolition of existing structures.

4) Review and Revision of Fee Schedule

The City shall review the fee schedule every two (2) years and recommend revisions to the fee schedule to ensure that the fees cover the actual cost of processing applications but in no case exceeds that amount.

**COALVILLE CITY GRAMA FEE SCHEDULE AND
PROCESS FOR GRAMA REQUEST**

Process:

- A person making a request for a Coalville City record shall complete the "Request for Record -- Utah Government Records Access and Management Act" prior to reviewing and/or receiving copies of records. In his/her discretion, the record custodian may accept the record request in a different format so long as the request contains the person's name, mailing address, and daytime telephone number, if available, and a description of the record requested that identifies the record with reasonable specificity.
- The record request shall be submitted to the Coalville City department/office that prepares, owns or retains the record.
- Upon receipt of the "Request for Record," a response to the request shall be provided to the requestor within ten (10) business days unless:
 - the requester has demonstrated that the record request benefits the public rather than the person (in which case response shall be within five (5) business days); or
 - "extraordinary circumstances" pursuant to Utah Code Annotated §63G-2-204(5) exists, which allows the department to delay approval or denial for an additional period of time.

Fees:

- The costs for processing GRAMA requests and/or copies are set forth in the below GRAMA fee schedule.
- Coalville City requires payment of past fees and future estimated fees prior to processing a request if:
 - fees are expected to exceed \$50.00; or
 - the requester had not paid fees from previous requests.
- If the requester simply wants to inspect a record, they may do so at no charge, however, staff time for compiling the request or for costs of any copies requested thereafter, shall apply.
- Fee Waivers: Coalville City may fulfill a record request without charge and is encouraged to do so when it determines that:
 - Releasing the record primarily benefits the public rather than a person;
 - The individual requesting the record is the subject of the record; or
 - The requester's rights are directly implicated by the information in the record, and the requester is impecunious.
- Fee Waiver Appeals: A person who believes that there has been an unreasonable denial of a fee waiver may appeal the denial in the same manner as a person who appeals the inspection of a public record under UCA §63G-2-205 by filing a notice of appeal within 30 days.

GRAMA Fee Schedule

Copies	Fee	Additional Information
8 1/2" x 11" non-color copies	\$.15 / sheet	
8 1/2" x 11" color copies	\$.50/ sheet	
11" x 17" copies	\$.75/ sheet	
24" x 36" plats (standard size)	\$4.00 / sheet	
Plats larger than 24" x 36"	\$6.00 / sheet	
Odd sized copies	Actual cost to reproduce	
Copies of videos	\$15.00 / video recording	
Copies of audio	\$15.00 / audio recording	
USB drives	\$15.00/ 8 GB drive	
Other media	Actual costs	
Services		
Notary Services	\$5.00 / signature to notarize	
Certification of a document	\$2.00 / certification	
Records delivered by facsimile	\$.75 / page + plus telephone charges for long distance over 10 pages	
Mailing and shipping costs	\$2.00 for staff mail preparation time, plus actual mailing costs if greater than \$2.00	Actual mailing costs are those for U.S. Postal Service or an authorized delivery service such as UPS, FedEx, etc.
Staff time required to search, compile and otherwise prepare to provide a record	Actual cost, not to exceed the hourly rate (not to include benefits) of the lowest paid employee who, in the discretion of the record's custodian, has the necessary skill and training to perform the request.	The first 15 minutes of staff time shall be at no charge. Staff time for photocopying, faxing, and providing documents in electronic format (i.e. video, audio or USB drive) is included in the

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