



Agenda for the Regular Meeting of City Council

Tuesday, May 9, 2023

6:00 PM City Council Meeting

Location: DALTON GARDENS CITY HALL, 6360 N 4th St., Dalton Gardens, ID

Meeting will be conducted in person and via Zoom.

Please use this link to join the webinar via computer/smartphone:

<https://us02web.zoom.us/j/82362131972?pwd=REF0WUUh4MGNY084ZkU3VTJCY3VIZz09>

Phone Number: 1-669-900-6833 or 1-346-248-7799 or 1-253-215-8782

Webinar ID:823 6213 1972; **Passcode:** 407725

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1. **CALL TO ORDER**
 2. **ROLL CALL**
 3. **PLEDGE OF ALLEGIANCE**
 4. **APPROVAL CONSENT CALENDAR- ACTION**
 - a. Minutes from the Regular Meeting April 13, 2023
 - b. Ratification of Bills from April 1-30, 2023
 - c. Monthly Financial Statement April 1-30, 2023
 5. **CITY REPORTS**
 - a. City Engineer
 - b. City Planner
 - c. City Attorney
 - d. KCSO
 - e. Code Enforcement
 6. **PUBLIC COMMENT PERIOD:** Each speaker will be allowed a maximum of three (3) minutes to address the City Council on matters that relate to City government business. Comments related to future public hearings should be held for that public hearing. Please be advised that the City Council can only take official action this evening for those items already listed on the agenda.
 7. **CITY BUSINESS**
 - a. Discussion of ARPA Expenditures
 - b. Discussion of Numbering Council Seats
 - c. Discussion of possible Fee Schedule Amendment
 - d. Discussion of June Agenda Items
 8. **EXECUTIVE SESSION (if needed)- ACTION** Idaho Statute 74-206
 9. **ADJOURNMENT- ACTION**

Original Posting: 05/05/2023

The purpose of this Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings. Any individual who wishes to address the Council on any other subject should plan to speak when Item: Public Comments is identified by the Mayor. The Mayor and Council will not normally allow audience participation at any other time. Please, no repetitive or abusive comments. Workshops are for Council Members discussion only on a topic, no action or decisions occur at that time. No Public Comment is taken during Workshops. Assistance for persons with disabilities will be provided upon 24-hour notice prior to the meeting by calling the City Clerk at (208) 772-3698 ext 102.

City of Dalton Gardens
FY24 Budget Workshop 4:00 PM,
Joint Planning & Zoning/City Council Workshop for Commercial Corridor Design
5:00 PM, and the Regular City Council Meeting Minutes
Thursday April 13, 2023 @ 6:00 PM
Meeting conducted via teleconference and in person.

1. **CALL TO ORDER FY24 BUDGET WORSHOP:** Mayor Dan Edwards called workshop to order 4:05 PM
2. **ROLL CALL:** Councilmembers RWuest, SJordan, and Mayor Edwards were physically present. TDrechsel, arrived at 4:40 PM, AO'Brien absent; Also present: Teresa Janzen-City Clerk/Treasurer

The council discussed an FY24 zero balance budget based on FY23 income-based numbers while waiting for FY24 projections from Association of Idaho Cities.

Workshop Closed 4:53 PM

1. **CALL TO ORDER COMMERCIAL CORRIDOR JOINT P&Z WORSHOP:** Mayor Dan Edwards called workshop to order 5:08 PM
2. **ROLL CALL:** Councilmembers RWuest, AO'Brien, SJordan, TDrechsel, CO'Brien, MCleveland, RSampert, Chairman MBecker, and Mayor Edwards were physically present. Also present: Ryan Hughes City Planner, and Teresa Janzen-City Clerk/Treasurer. Chaunschild was absent.

The City Council and P&Z had a workshop to review commercial design corridor standards as indicated in the 2019-2030 Comp Plan. The City Planner gave a staff report with pictorial options of potential design standards including hardscape, lighting, and landscaping. Discussion ensued with City Council preferring low maintenance, hardscape options as we do not own Government Way. Suggested to open talks with the City of Coeur d' Alene on their desires for improvement. The goal is to have a walkable community that ties the commercial district to the residential district with cohesiveness. Open questions are the budget for improvements, possible grants and incentives for Business led improvements, longevity, and staff costs to maintain. Potential to revisit/redesign the current commercial parking standards if improvements impinge parking areas. Both the City Council and P&Z desire to have public input and involvement in design criteria and improvements.

Workshop Closed 5:55 PM

1. **CALL TO ORDER CITY COUNCIL MEETING:** Mayor Edwards called to order at 6:07 PM
2. **ROLL CALL:** Councilmembers Robert Wuest, Aaron O'Brien, Scott Jordan, Tyler Drechsel, and Mayor Edwards were physically present; Also present: Teresa Janzen-City Clerk/Treasurer, Ryan Hughes-City Planner, and Chris Gabbert- City Attorney.
3. **PLEDGE OF ALLEGIANCE:** Lead by Resident Curt Jernigan
4. **APPROVAL OF CONSENT CALENDAR:**
 - a. Minutes from the Regular Meeting March 9, 2023
 - b. Ratification of Bills from March 1-31, 2023
 - c. Monthly Financial Statement March 1-31, 2023
 - d. Quarterly Treasurer Report dated March 31, 2023

RWuest asked for clarification regarding discussion of speed limits with the prosecutor's office and inquired on Laserfiche progress.

AO'Brien made a motion to approve the consent calendar items a-d. SJordan seconded.

AO'Brien: yes SJordan: yes RWuest: yes TDrechsel: yes Motion carries.

5. CITY REPORTS

- a. City Engineer:** Matt Hall gave an update on the crack-sealing bid request to Asphalt Pros, RPI, and PSP. Only Asphalt Pros and RPI submitted responses, with Asphalt Pros bidding the lowest. City Engineer recommends moving forward with the bid from Asphalt Pros. Updated the council that Child pedestrian safety signs are in transit and will give an update of expected arrival. Mr. Hall gave the open Right of Way permits and the number of completed. The council requested that the city engineer seek to combine chip-seal and/or crack-seal services with neighboring cities while preparing to solicit and advertise bids independently.
- b. City Planner:** Ryan Hughes reviewed P&Z's joint workshop with the council and the finalization of the Code Compliance manual, and the Public Hearing for Lot Line Adjustments at the upcoming P&Z meeting. City Planner also informed the council of the water overages and next steps to notify residents and businesses. TJanzen presented the council with the building permit report requested.
- c. City Attorney:** Chris Gabbert advised the council to review the Sewer Management Agreement and terms as the 5-year mark of the agreement approaches.
- d. KCSO:** TJanzen gave the monthly update of 141 traffic stops and 140 citations. Mayor Edwards informed the council that the city has received a complaint about Deputy Wallace stopping the same resident three separate times for speeding, resulting in one warning and two citations.
- e. Code Enforcement:** TJanzen presented the council with updates to five existing code enforcement cases and two new complaints. The City Clerk plans to convene with the Code Enforcement officer and City Planner for the upcoming building permit season and develop an action plan to expedite longstanding violations.

6. PUBLIC COMMENT: Opened 6:45 PM - Closed 6:53 PM

Mike Curry- 1378 W Moselle, Cda Idaho: Introduced himself and announced that he is running for Lakes Hwy District as a commissioner, gave his background, and asked for the council's support.

Curt Jernigan- 7439 N Davenport: Not in favor of adding to the City Hall parking lot, however, would like to see the repairs. Would like to know why the topic of numbering council seats is relevant.

Carrie Chase- 7512 4th Street: Asked who is instigating the beautification project of Dalton Gardens Commercial District. Stated that the efforts towards beautification are to create job relevance and a waste of taxpayer money and city staff time. Additionally, said that she likes the current parking lot design without suggested changes.

7. CITY BUSINESS:

a. iii-A Annual Presentation:

Susan Lasuen presented the yearly report, including agency growth, included benefits, new districts, added incentives, EAP (employee assistance program), and upcoming FY goals.

b. Consideration of 2023 Crack-Seal Bids:

The city council discussed the bids submitted for the FY23 year from RPI and Asphalt Pros.

AO'Brien made a motion to approve the 2023 Crack-Seal Bid from Asphalt Pros in the amount of \$6,225.00 . TDrechsel seconded.

RWuest: yes SJordan: yes AO'Brien: yes TDrechsel: yes Motion carries.

c. Discussion of ARPA Expenditures:

The City Clerk/Treasurer presented a list of potential projects derived from council discussions, directions, and issues previously discussed including maintenance, repairs, seal coating, new sign, and additional gate for the horse arena. RWuest added that he would like to add a traffic count study. Additionally, she addressed the list of surplus items that the city might consider assisting in the cost of new items. SJordan requested to add street markings to the list of priorities. TJanzen reminded the council of the recommended reflectors and proposed presenting a cost sheet at the next meeting. TDrechsel suggested creating a list of items to apply funds towards. The council agreed and assigned each member items to research bids. Workshop to discuss further in May 2023.

d. Consideration of Resolution 2023-01 for Transparency:

The City Clerk presented the draft for the council to review. RWuest requested that contracts and leases be added along with audio and video files for meetings. The Clerk reminded the council that executed minutes are the official record for any meeting. ICRMP does not recommend long term storage of any a/v recordings after meeting minutes are executed.

TDrechsel made a motion to approve the Resolution 2023-01 for Transparency as presented. SJordan seconded.

RWuest: yes SJordan: yes AO'Brien: yes TDrechsel: yes Motion carries.

e. Consideration of Code Compliance Manual Proposed Updates and Resolution 2023-02:

City Planner presented the proposed updated draft to the council. RWuest suggested changes to the recording notices of title to include notice of release. The city attorney approved the suggested change.

TDrechsel made a motion to approve the 2023-02 Code Compliance Manual with discussed changes to Notice of Title and Notice of Release. SJordan seconded.

RWuest: yes SJordan: yes AO'Brien: yes TDrechsel: yes Motion carries.

f. Discussion of Snowplow Policy:

The City Council reviewed the current snow-plow policy and agreed to discuss it at a future meeting.

g. Discussion of Fee Schedule Amendment:

The City Clerk TJanzen presented the council with examples of items, such as (currently silent) solar paneling, and requested updates to load limit permits, that are in the fee schedule. Mayor Edwards suggested the load limit permits be issued per day, per company for the fee rather than per truck, per round-trip. The council discussed fees per day/per company, per truck/per round-trip, and per company options. Council will revisit load limits and associated fees at the May 9, 2023, regular meeting.

h. Discussion on Numbering Council Seats:

TDrechsel suggested to the council that numerous residents have inquired about numbering the council seats. TJanzen stated that responses from other cities suggest a benefit to numbering seats allows residents the opportunity to select a balanced council when seats are declared rather than the top elected being placed in available seats. Council will revisit and investigate at a later meeting.

i. Discussion of May Agenda Items:

- **ARPA workshop (proposals submitted to City Clerk by April 28, 2023)**

8. EXECUTIVE SESSION (if needed) Idaho Statute 74-206:

None

**9. ADJOURNMENT: SJordan made motion to adjourn. RWuest seconded.
All in favor. Adjourned 8:30 PM**

Dan Edwards, Mayor

ATTEST:

Teresa Janzen, City Clerk/ Treasurer

Ratified Bills List
04/01/2023 to 04/30/2023

Vendor	Amount	Note
Avista Utilities	\$ 466.30	Monthly Electric & Gas
Cenex	\$ 271.09	Fuel for City Vehicles
Coeur d'Alene Garbage Service	\$ 31.00	Garbage
Coeur d'Alene Press	\$ 79.91	Legal Publications
HMH Engineering	\$ 334.81	City Engineer April
III-A	\$ 2,272.00	Health Insurance
Intuit	\$ 45.00	Payroll processing
Kootenai County Auditor	\$ 10,416.67	KCSO Deputy
Kootenai County Fire & Rescue	\$ 4,846.00	Building Inspector
Kootenai County Solid Waste	\$ 15.00	Dump Disposal
Magnuson McHugh	\$ 6,000.00	Final FY22 Audit Payment
Nexus Planning	\$ 3,037.50	City Planner
Payroll	\$ 9,578.56	April
Payroll Retirement	\$ 2,689.13	April
Payroll Taxes	\$ 2,724.90	April
Royal Business Systems	\$ 134.81	Copies
Sacco de Campos	\$ 1,735.78	April Landscaping
Spectrum	\$ 119.99	Internet
Verizon	\$ 41.67	Monthly Bill
Walter E Nelson	\$ 166.38	Paper products for restrooms
	\$ 45,006.50	

To: Mayor Edwards, City of Dalton Gardens

From: HMH Engineering

Date: May 3, 2023

Re: May Engineering Update

1. Chip Sealing 2023 – The 2023 chip seal project will be out to bid beginning May 5. Bids are due to City Hall May 19 at noon, and the bid opening will be May 19 at 12:30pm at City Hall.
2. Child Pedestrian Safety Improvements Project – I have reached out to RPI for an update on this project. They have said the RRFBs and school zone beacons that were ordered should arrive to them by the end of the month.
3. ROW Permits –
 - Open Permits: 14 permits
 - Expired: 4 permits
 - Failed final inspection & waiting for repair: 0 permits



City of Dalton Gardens

6360 N Fourth Street, Dalton Gardens,
ID 83815 Phone: (208) 772-3698 Fax:
(208) 772-3698

Monthly Planner Activity Report

April 30, 2023

Code amendments

At their April meeting, the Planning and Zoning Commission conducted a public hearing to amend the Lot Line Adjustment provisions of the Dalton Gardens City Code. The Commission voted to recommend adoption of the proposed amendment which will now be forwarded to City Council for their review and hearing. The Commission also continued to discuss Commercial District design considerations and have requested staff to prepare a cost estimate for developing a visual preference survey. The VPS would be on display at City Hall for the public's comments with the purpose of gauging the community's desire for change along the corridor.

Variances / Special Use Permits

Two special use permits requests were received in April. It is anticipated that they will go to the P&Z Commission for public hearings and a decision by the Commission at their May meeting.

Subdivisions

No new subdivision requests have been submitted.

Building Permits

The City continues to receive and manage a variety of permit requests. Building permits are received weekly and are reviewed on a rolling basis. Additional permit reviews include commercial business license renewals, home based business permits, and others. The City consistently receives permit applications for both accessory structures and new home construction.

Code enforcement

At their April meeting, the City Council adopted an updated version of the City's code compliance manual, which is now in effect. In addition, a series of Water Overage notification letters were issued in April to non-compliant properties. With the continued backlog of code enforcement cases logged in OpenGov, staff recommends that a dedicated code compliance staff member be hired and trained to ensure timely processing.

Respectfully submitted,

Ryan Hughes,
City Planner

List of potential projects for the City of Dalton Gardens

- Building Maintenance on City Hall- including new roof, fire alarm, windows, security upgrades
- Parking Lot of City Hall to be replaced/repaired.
- Road Maintenance- painted stop bars, painted crosswalks, signs/posts
- New Shop Building
- Law Enforcement- Motorcycle
- Paint exterior of big shop
- Better wash basin for picnic use in big shop
- Fix doors in city hall basement and 4th street side thermal pane up stairs
- Windows at the arena seal them or repair
- Water line from meter at the road to concession building needs replaced
- Put up sign at arena regarding the state requirements parks and rec
- Toilet at big shop close off to the public remodel for sheriff and employee only and add a porta potty for the public use, lock the door with a combo lock most cities do this now
- New gazebo at the city park
- Equipment storage building with power and gas radiant heat
- New roof at city hall building
- New windows at city hall energy efficient
- Repair freezer at city shop or buy a new one
- Remove water line at park on Hanley or ask Dalton water to remove meter and not charge the city
- Add candle sticks to all stop signs and speed limit signs(Dalton has a dark sky ordinance this is a safety fix for our citizens, for not having street lights)
- Add 5 more speed sign flashing one on Wilbur west of 15th street, 2 on 15th street going both ways and 2 on 4th st going both ways
- Match grant monies for a trail up Dalton Ave. to can-course property

2-8-23
Robert's Proposal
West LGIP Breakdown

Capital Improvements/ Deferred Maintenance

City hall/ community hall	\$200,000
Parking lot add parking south	\$250,000
Equipment Shop	\$150,000
Existing shop	\$100,000
Vehicle replacement	\$80,000
Arena asphalt/new restrooms/new water line	\$325,000
Roads for the next five years \$360,000 per year	<u>\$1,800,000</u>
Total	\$2,905,000

LGIP Balance plus
two dollars every year
for next 5 years

C.C.M.

7-19-22

EMHC TO TRASH

CANDY

CAPITAL IMPROVEMENTS / De facta maintenance

\$200,000 CITY HALL / COMMUNITY

175,000 PARKING ADD PARKING SOUTH \$250,000

\$150,000 SHOP EQUIPMENT

\$100,000 EXISTING SHOP

\$80,000 VEHICLE REPLACEMENT

\$325,000 ARENA ASPHALT / NEW REST ROOMS / NEW WATER LINE

\$360,000 PAVES \$360,000 FOR THE NEXT 2027 \$1,440,000

\$1,390,000

1,440,000

2,830,000

STREET BID IRVING P. (22) / (24) TRANS. PLAN

RECEIVED

FEB. 13 2023

[50-706, added 1967, ch. 429, sec. 137, p. 1249.]

50-707. ASSIGNMENT OF COUNCIL SEATS. Any city, by ordinance, may assign a number to each council seat. Upon the adoption of such an ordinance, and at least one hundred twenty (120) days prior to the next general election, the city clerk shall assign a number for each council seat. Any candidate seeking election to the council shall file for one (1) of the assigned council seats.

[50-707, added 1984, ch. 108, sec. 1, p. 251.]

50-707A. ELECTION OF COUNCILMEN BY DISTRICTS. (1) Any city having fewer than one hundred thousand (100,000) inhabitants based upon the most recent federal decennial census may, by ordinance, provide for districts and the election of councilmen by districts. Upon the adoption of such an ordinance and at least one hundred twenty (120) days prior to each general election, the governing body of the city shall establish the territory of council districts in accordance with this section. Any city having more than one hundred thousand (100,000) inhabitants based upon the most recent federal decennial census shall establish districts and shall elect councilmen by districts for districts so established. Districts shall be established no later than one hundred twenty (120) days prior to the general election following the date that election precincts are established pursuant to the provisions of section [34-301](#), Idaho Code.

(2) Each district shall consist of one (1) or more contiguous election precincts as established pursuant to the provisions of [chapter 3, title 34](#), Idaho Code, and each district shall, to the nearest extent possible, contain the same number of people based upon the most recent federal decennial census.

(3) Each city establishing districts for the election of councilmen by districts shall establish the number of districts corresponding to the number of council seats determined by the city pursuant to section [50-701](#), Idaho Code, or for any city having a governing body governed by the provisions of sections [50-801](#) through [50-812](#), Idaho Code, the number of council seats determined by the city pursuant to section [50-805](#), Idaho Code.

(4) Upon establishment of city election districts, council members are to be elected by the electors of the said geographic district, and any candidate must be a resident of said geographic district. For cities with fewer than one hundred thousand (100,000) inhabitants that establish districts by ordinance, the council shall determine, not less than ninety (90) days before the next general election, the method of the implementation of this ordinance.

[50-707A, added 1984, ch. 108, sec. 2, p. 251; am. 2020, ch. 269, sec. 1, p. 781.]

50-707B. MAJORITY MAY BE REQUIRED FOR ELECTION -- RUNOFF ELECTION. A city may, by ordinance, provide that a majority of the votes for any candidate running for a council seat adopted by a city in accordance with section [50-707](#) or [50-707A](#), Idaho Code, shall be required for election to that office. In the event no candidate receives a majority of the votes cast, there shall be a runoff election between the two (2) candidates receiving the highest number of votes cast. Such runoff election shall be conducted by the county clerk as in the general election in a manner consistent with [chapter 14, ti-](#)

City of Dalton Gardens - Fee Schedule

ADOPTED APRIL 14, 2022

Building Permit Fees Based on Valuation – Table 1

Total Valuation	Fee
\$1.00 to \$2,000.00	<u>\$108.00</u>
\$2,001.00 to \$25,000.00	<u>\$108.00</u> for 1 st \$2,000 + <u>\$16.00</u> /ea. add'l \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	<u>\$458.00</u> for 1 st \$25,000 + <u>\$11.00</u> /ea. add'l \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	<u>\$729.00</u> for first \$50,000 + <u>\$8.00</u> /ea. add'l \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	<u>\$1,109.00</u> for 1 st \$100,000.00 + <u>\$6.60</u> /ea. add'l \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	<u>\$3,542.00</u> for 1 st \$500,000.00 + <u>\$5.75</u> /ea. add'l \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	<u>\$6,120.00</u> for 1 st \$1,000,000.00 + <u>\$4.65</u> /ea. add'l \$1,000.00 or fraction thereof.

Building Valuation – Unless a per square foot or per unit price is specified in the “building valuation data based on local information” below, building and structural valuations, for fee purposes, shall be set by the Building Official based on the most current building valuation data sheet published by the International Code Council. This data sheet is updated regularly.

Building Valuation Data based on local information

Single Family Residential – values per square foot	
Addition – No Plumbing	75% of ICC building valuation data sheet
Finished Basement	75% of ICC building valuation data sheet
Unfinished Basement	ICC building valuation data sheet
Complete Unfinished Basement	50% of ICC BVD R-3
Interior Remodel	50% of ICC BVD R-3
Residential Garage – Attached/Detached	ICC building valuation data sheet
Carport / Lean to	ICC BVD (U) Utility for shell only buildings
Enclose Existing Carport	<u>40% of ICC BVD (U) Utility</u>

Pole Building / Shop	ICC building valuation data sheet
Deck	35% of ICC (U) Utility
Deck with Cover	35% of ICC (U) Utility
Patio/Deck Cover Only	35% of ICC (U) Utility
Enclosed Deck/Patio w/Cover	50% of ICC (U) Utility
Commercial and other Non-Residential	
Interior Remodel	20% of Sq. Ft. Construction Cost
Miscellaneous Fees – residential and non-residential	
Change out windows (when there is a structural change), install egress windows (no permit for like for like change out)	Use Table 1 with Contract Price, or based on number of inspections required (whichever is greater)
Swimming Pools	Use Table 1 at \$9.00 Per Cubic Ft. or Contract Price (greater of the two)
Re-siding (for damage or structural purposes only)	\$129.00 per inspection
Moving (per DGCC 4-1-7)	\$200.00
Re-roof (overlay or tear-off)	\$200.00 plus \$129.00 per inspection if more than 2 inspections are required
Re-roof (with new rafters or trusses)	Use Table 1 at \$8.40 per sq. ft. plus plan check fee
Foundation (if done separate from permit for upper structure)	10% of Building Permit
All other building permits	Use Table 1 and building valuation data sheet
Fence over 73" in height (requires building permit)	Minimum \$129.00, Use Table 1 with Contract Price (whichever is greater)
Sign Permit - Each Pole Monument sign 8 feet or higher	\$400.00 (includes permit and zoning review)
Sign permit – All Other Signs, per type of sign per site	\$200.00 per type
Sign permit – political signs REMOVAL	\$20.00 per sign
Re-inspection or special inspection	\$129.00 per inspection
Inspections for which no fee is specifically indicated (Building or Mechanical)	\$129.00 per inspection
Plan Review Fee	\$180.00 (to be paid at time of permit application)
Additional building plan review required by changes, additions or revisions to plan	\$180.00
For use of outside consultants for plan checking and inspections or both (other than KCFR)	Actual Cost plus 20% for admin.

Permit fee when work is started prior to obtaining permit	Double the permit fee (not including plan check and admin fees)
Permit reactivation	50% of original permit (within 45 days after permit expiration)
Filing for permit extension (up to 180 days)	20% of original permit (prior to expiration)

Building Code Appeals – Uniform Codes

IBC, IRC, ICC Codes, etc.	\$225.00
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NOTE: This does not apply to appeals involving construction of low and moderate income housing as the same is defined by the State of Idaho and the U.S. Dept. of Housing and Urban Development.

Demolition Permits

Demolition	\$129.00 per required inspection
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Manufactured Home/Setting Permit

Permit Fee	\$200.00/Section + Plan Check Fee
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Mechanical Permits

Permit fee based on number of mechanical inspections required	\$129.00 per inspection
HVAC System Plan Review, New Construction - Residential	\$250.00-plus required inspections
HVAC System Plan Review, New Construction – Commercial	\$350.00-plus required inspections

Code Enforcement

First compliance inspection	\$0.00
Second or subsequent inspections	\$150.00
Rescind notice to title	\$250.00

Engineering

All engineering expenses	Actual cost plus 20% for Administration
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Streets / Encroachments

Encroachment within right of way – installation of utilities or other improvement (traffic obstructions, landscaping, utilities, etc.)	\$200.00 plus cost of city engineer
Encroachment with pavement cut	\$400.00 plus cost of city engineer
Special load limit permit (overweight vehicle)	\$50.00 per vehicle per round trip plus cost of city engineer, if required
Penalty: Work in right of way before / after permit day	\$200.00 per day
Penalty: Work in right of way with no permit	\$1,000.00 per day

Municipal Services

Photocopies – over 100 pages	\$1.00 /page
Labor Costs	Actual labor costs associated with locating and copying documents (over 2 hours)
Copy of records onto a flash drive	\$10.00 or actual cost whichever is lower
Non-sufficient fund returned check fee	\$30.00
Outsourced copying – documents that cannot be copied at City Hall	Actual cost from vendor plus staff time at \$40/hour

Business Licenses

Commercial business license - Initial Application	\$50.00
Commercial business license - Annual Renewal	\$50.00
Door To Door Solicitation License	\$100.00
Pawnbroker license	\$100.00 plus the cost of criminal history check (in addition to standard business license)
Home-based business permit - New	\$25.00
Home –based business permit – Annual renewal	\$25.00
License or renewal for retail sale of alcohol (all types)	In accordance with State law
Assignment/transfer of license to sell alcohol	In accordance with State law

City Facility reservations ¹

City Hall – reservation fee	\$50.00 per ½ day
City Hall – Cleaning / damage deposit (to be refunded in full if no damage occurs and no cleanup is required)	\$350.00
City Hall – Staff time (if required to monitor event or open/close building)	\$45.00 per hour
Ward Newcomb Park – gazebo reservation fee	\$50.00 per ½ day
Ward Newcomb Park – Cleaning / damage deposit (to be refunded in full if no damage occurs and no cleanup is required)	\$350.00
Horse Complex – reservation fee (resident of Dalton Gardens)	\$50.00 per day
Horse Complex – reservation fee (non-resident)	\$50.00 per day
Horse Complex – cleaning / damage deposit (to be refunded in full if no damage occurs and no cleanup is required)	\$350.00

Public assembly

Public assembly permit (for groups of 50 or larger)	\$200.00 (plus applicable reservation fee and cleaning/damage deposit as listed above)
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Planning & Zoning

Design Review Fees

Site Disturbance permit review (stand-alone permit)	\$80.00 plus the cost of the city engineer if required
Site Disturbance plan re-review (of revised submittal)	\$55.00
Residential building permits – zoning and design standard review	\$55.00
Commercial building permit - zoning, site disturbance, landscaping, parking	\$400.00
Commercial building permit - review of revised site, landscaping, parking, etc.	\$100.00 for each additional review
Commercial building permit – no new parking, landscaping or site dist. improvements req'd	\$80.00
Commercial project review meeting	\$300.00
Pre-application meeting	\$300.00
Special inspection by city planner	\$100.00

¹ All facility rental reservations require a signed statement of responsibility for any damaged or lost items, cleanup, or door key non-returned (by 9 a.m. the following day).

Hillside development permit	\$300 + engineering expenses (actual cost plus 20% for administration)
Telecommunication permit	\$300 + Special Use Permit (if required) + all costs related to use of outside consultants (actual costs plus 20% for administration)

Zoning & Annexation Administration Fees

Administrative Appeal/ request for reconsideration	\$300.00
Comprehensive Plan Amendment	\$1000.00
Special Use Permit Request	\$600.00
Variance Request	\$600.00
Zone Change	\$1000.00
Annexation Request with initial zoning	\$500.00 plus the cost of city attorney, engineer, planner or other consultants (\$1,500 deposit required at time of application in addition to application fee)
Substantial amendments to applications and/or resubmittals	½ of original fee
Plat or right of way vacation	\$600.00
De-annexation Request	\$600.00
Municipal Code text amendment	\$500.00 plus the cost of city attorney, engineer, planner or other consultants (\$1,500 deposit required at time of application in addition to application fee)
Subdivision Request (preliminary approval)	\$1200.00
Subdivision Time Extension	\$300.00
Subdivision (final plat approval)	\$600.00
Short Subdivision (1 - 4 lots)	\$1,000.00
Condominium Plat	\$1200.00
Lot Line Adjustment	\$200.00

Mailing & Publication Fees

Public Notice Mailings	\$10.00/mailing per parcel requiring notice
Published Notices in local newspaper	Actual cost of notice plus 20% for administration