

**City Of Woodland**  
**City Council Meeting Agenda Summary Sheet**

**Agenda Item:** Resolution No. 629- fees & charges for Special Events (amending Resolution No. 627) and Street Closure Permit

**Agenda Item #:** ( H ) ~~Consent~~ Action

**For Agenda of:** 04/01/2013

**Department:** Clerk/Treasurer

**Date Submitted:** 03/27/2013

**Cost of Item:** \_\_\_\_\_

**Amount Budgeted:** \_\_\_\_\_

**Unexpended Balance:** \_\_\_\_\_

**BARS #:**

**Description:**

**Department Supervisor Approval:** Mari E. Ripp, Clerk-Treasurer / s /

**Committee Recommendation:** Finance Committee recommended approval on 3/25/2013

**Agenda Item Supporting Narrative (list attachments, supporting documents):**

Resolution No. 629

Memo on Special Events and Street Closure Permit

**Summary Statement/Department Recommendation:**

This Resolution No. 629 amends Resolution No. 627 to include updated fees and definitions for Special Events and a Street Closure Permit.

The Clerk-Treasurer Department did a study of fees and actual costs for Special Events and Street closures. This information was discussed by the Department Heads and presented to the Finance Committee.

The purpose was to:

- 1) Define Special Events and the Types of users
- 2) Establish fees and rules for the different types
- 3) Look at the benefit to the community
- 4) Look at the actual cost to the City

It was determined that the current Special Event fees were covering costs except for overtime for public works for street closures. We also addressed some challenges we had faced that related to types of users, what benefit was there to the community, how fees are applied, what other communities are doing for street closures. We also studied Special Events and related fees and cost recovery for staffing, operations, equipment and supplies related to these events.

After much discussion we came up with 3 categories:

- **Commercial**, For Profit-Fee of \$200 (no increase) but defined that if funds are generated from vendors such as Fall Fest, Farmer's Market, Restaurant/Pub's then the fee would apply.
- **Fund Raisers/Non Profit** – Fee of \$100, if 100% of the proceeds go to the Non-Profit and \$0 going to the commercial establishment or benefit to the business.
- Non Profit/Community events – Fee waived/free, for community events such as Planters Days, VFW Memorial Day/ Veteran's Day, Hot Summer Nights, Easter Egg Hunt, Fishing Derby.
- **Street Closure Permit**- Fee included in Special Events Permit. See Form attached.

It was found after research, that many local governments (Cowlitz Co., Ridgefield, Longview and Kalama) allow the event applicant to place the barricades for street closures.

The applicant would be allowed to place the barricades as directed by Public Works who would deliver the barricades and provide training for the placement and removal. This was discussed with the Public Works Director, Leadworker and also the union members. They agreed this would be o.k.

Conclusion: If the Street Closure Permit process is approved, we estimate to be at break-even point and rates for Special Events would not need to increase and we can continue to grant fee waivers for certain Community Special Events that benefit our community.

The recommendation from the Finance Committee on 3/25/2013 was to recommend approval of Resolution No. 629, amending Res. 627 to amend fees for Special Events and add a permit for street closures and forward to the council for April 1, 2013 with a due pass recommendation.

Recommend approval.

# Special Event Fee/Road Closure

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## Current Fees/Spending:

We are currently spending more money on Public Works overtime than the revenue we are generating from Special Events. In 2012 we brought in \$2525.00 in Special Event fees and spent an estimated \$3984.76 in overtime costs for the Public Works department. These overtime costs were mostly due to street closures.

## Objective:

Our objective is to break even on Special Event Fees and OT costs. We currently are not charging fees for Community Events that require street closures and therefore losing money when we pay overtime. These events are put on for the enjoyment of the community and encourage citizens to visit our town and local businesses. To charge these organizations fees would possibly result in fewer community events.

## Proposal:

After researching this street closure topic, it was found that many local governments grant street closure permits and allow citizens to mediate their own street closures at no cost. Local participating governments include; Cowlitz County, Ridgefield, Longview, and Kalama.

For simple street closures such as the VFW's Memorial Ceremony, we should allow the event applicant to place own road closures. For more complex road closures, such as Planters Day, we should continue to allow Public Works Department to be in charge of the road closure.

By doing this it will cut our costs by approximately \$1000.00, which in comparison, is about 30%.

## Street Closure Permit:

A permit must be filled out (see example) and approve prior to event. Event holder is responsible for coordinating with Public Works office for pick up/drop off of barricades. Public Works will provide a map marking where barricades are to be placed.

## Conclusion:

Should the Street Closure Permit be approved, we will just be at the break-even point. So therefore, rates will not have to be increased and we can continue to give fee waivers for certain Special Events that benefit our community.

## Special Events 2012

Event		Street Closure		Event Date		Fee		Total OT Hours		Total Cost		OT Costs less Road Closure OT	
		no	yes			\$	\$			\$	\$	\$	\$
1	Easter Egg Hunt			no	4/7/2012	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
2	Fishing Derby			no	5/11-5/12	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
3	Memorial Dedication			yes	19-May	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
4	Memorial Day ceremony			yes	28-May	\$ -	\$ 103.62	2	\$ 103.62	\$ -	\$ -	\$ -	\$ -
5	Farmers Market			yes	6/15-9/9	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
6	Walk for Life			no	2-Jun	\$ 100.00	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
7	Planters Day			yes	6/14-6/17	\$ -	\$ 1,872.11	45	\$ 1,872.11	\$ -	\$ 1,658.79	\$ -	\$ -
8	Fat Moose Planters Day			no	6/15-6/16	\$ 200.00	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
9	Rotary Fun Run			no	28-Jul	\$ -	\$ 167.64	3	\$ 167.64	\$ -	\$ -	\$ -	\$ -
10	ZZ Top			no	21-Jul	\$ 200.00	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
11	Hot Summer Nights			yes	7/6-8/17	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
12	Booster Car Show			yes	6-Jul	\$ 200.00	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
13	Van Wilson's Band			no	14-Jul	\$ 200.00	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
14	G Loomis picnic			no	4-Aug	\$ 200.00	\$ 51.46	2	\$ 51.46	\$ -	\$ -	\$ -	\$ -
15	Motorcycle Show			yes	18-Aug	\$ 200.00	\$ 273.52	4	\$ 273.52	\$ -	\$ -	\$ -	\$ -
16	Truck Show			yes	11-Aug	\$ 200.00	\$ 111.76	2	\$ 111.76	\$ -	\$ -	\$ -	\$ -
17	Grace Church Picnic			no	19-Aug	\$ 200.00	\$ 70.76	2.75	\$ 70.76	\$ -	\$ -	\$ -	\$ -
18	Moose Picnic			no	5-Aug	\$ 25.00	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
19	Lewis River Fall Fest			yes	9/28-9/30	\$ -	\$ 853.03	16.5	\$ 853.03	\$ -	\$ -	\$ -	\$ -
20	Antique Fire Show			no	8-Sep	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
21	Car Show			yes	15-Sep	\$ 200.00	\$ 273.62	4	\$ 273.62	\$ -	\$ -	\$ -	\$ -
22	Veterans Appreciation BBQ			no	22-Sep	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
23	Newfoundland Dog Trials			no	9/15-9/16	\$ 200.00	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
24	Antique Tractor Show			yes	8-Sep	\$ 200.00	\$ 207.24	4	\$ 207.24	\$ -	\$ -	\$ -	\$ -
25	Hydroplane Racing			no	6-Oct	\$ 200.00	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
26	Veterans Day Tribute			yes	12-Nov	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
27	Winter Fest			yes	1-Dec	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>						<b>\$ 2,525.00</b>	<b>\$ 3,984.76</b>	<b>Total OT Cost</b>	<b>\$ 3,984.76</b>	<b>\$ 2,801.68</b>	<b>\$ 2,801.68</b>	<b>\$ -</b>	<b>\$ -</b>



Street Closure Permit **-DRAFT**

Applicant Name/Contact Person \_\_\_\_\_

Event Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Emergency/Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Type and Purpose of Event \_\_\_\_\_

Location(s) \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Time of event (include setup & dismantle) \_\_\_\_\_

Street(s) to be closed (attach map) \_\_\_\_\_

Detour Route \_\_\_\_\_

Applicant agrees to notify all affected property owners, service providers, and to also maintain access for emergency vehicles. Applicant agrees to defend, indemnify and save harmless the City, its appointed and elected officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the City, its elected and appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting there from, sustained by any person or persons and on account of damage to property including loss of use there from, arising out of any activity under or in connection with this event, except only such injury as shall have been occasioned by the sole negligence if the City, its appointed or elected officers or employees.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only

Application received: \_\_\_\_\_ Date approved by City Council: \_\_\_\_\_

Submitted to Public Works     Submitted to Police Dept     Submitted to Clark County Fire

Approved     Denied

**RESOLUTION NO. ~~629~~—627**

**RESOLUTION RELATING TO FEES AND CHARGES IMPOSED BY THE CITY OF WOODLAND AND AMENDING  
RESOLUTION NO. ~~627619~~ – General Fees & Charges AS SET FORTH HEREIN:**

F

**Section 1. Finance Department**

a. Reproduction of Public Documents

1) Pages (8.5 x 11"- 11x17")	Black/White	\$0.15	Per page
Pages larger than 8.5 x 11" as set by city clerk.		\$0.25	Per page
Pages (8.5 x 11")	Color	\$1.00	Per side or page
Pages (8.5 x 14")	Color	\$1.10	Per side or page
Pages (11 x 17")	Color	\$1.25	Per side or page
Transmitted by mail per telephone or written request.		\$5.00	Minimum fee (up to 20 pages) Additional at the per page price listed above
Conversion to Electronic Formats		\$30.00/	15 minute increment
Scanning to Electronic Format		\$30.00	15 minute increment
Preparation of GIS Maps/Data		\$35.00	15 minute increment
*maps that require extensive processing time or require additional ink and plotting supplies will be charged at a higher rate.			
Plotted Copies:			
-Color		\$8.00	
-Black and White		\$5.00	
Copies produced by an outside source		Actual cost	
Other sizes		Actual cost	Or as determined by Clerk-Treasurer Dept.
2) CD / DVD		\$12.00	Each
Thumb drive (may be provided by customer w/signed waiver)		\$30.00/	Per 15 minute increment
External Hard drive (may be provided by customer w/signed waiver)		\$30.00/	Per 15 minute increment

b. Sale of prepared documents – the documents listed below are ready for sale (if requested under Public Disclosure instead of specifically prepared, the rates in Section 1 would apply:

1) City map – Large (11 x 17)	\$3.00	Black/White; Color \$5.00
2) Zoning Map	\$10.00	
3) Zoning Ordinance (WMC 17)	\$20.00	
4) Subdivision Ordinance (WMC 16)	\$20.00	
5) Comprehensive Plan	\$100.00	
6) Park Plan	\$20.00	
7) Urban Growth Management Program Book	\$40.00	

- c. Service Fees:
- |   |          |   |
|---|----------|---|
| 1) Notary                                   | \$5.00   | Per document                                      |
| 2) Fax                                      | \$2.00   | Per page  |
| 3) NSF Check/ACH Return/Account Closed/etc. | \$36.00  | Per check   |
| 4) Woodland Municipal Code Book             | 200.00   | For entire book, in a plain binder                |
| 5) Woodland Code Book update subscription   | \$50.00  | Minimum or actual cost plus staff time<br>minimum |
| 4) Agenda subscription                      | \$20.00  | Per year  |
| 5) Agenda and Council packet subscription   | \$600.00 | Per year  |
| 6) Recording fees                           | Actual   | Cost recovery based on actual                     |
- d. Mileage -----> Per IRS allowance

**Section 2. City Facility Use**

a. Community Center

- |                 |              |          |  |
|-----------------|--------------|----------|--|
| -Regular Users  | Non-Profit   | \$25.00  | Per month for 16 hours, \$6.25 per additional hour |
| -Regular Users  | All others   | \$75.00  | Per month for 16 hours, \$6.25 per additional hour |
| -One time users | Residents    | \$70.00  | Per one time use                                   |
| -One time users | Non-Resident | \$110.00 | Per one time use                                   |
| -One time users | Non-Profit   | \$25.00  | Per one time use                                   |

Key / Cleaning / Damage deposit	\$150.00	If city employee is called in to open building, or if damage occurs, or the key not returned, the deposit is nonrefundable (as determined by the Clerk-Treasurer Dept.)
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(\*NOTE: For organized non-profit and youth groups \$ 25 per month for 16 hours, \$6.25 per additional hour or exchange maintenance in lieu of fee. Non-profit organizations with 1 or more groups may be recognized as one (1) entity and only charged for one (1) deposit, as determined by the Clerk-Treasurer.)

b. Horseshoe Lake Shelter

- |  |          |                                     |
|--|----------|-------------------------------------|
|  | \$45.00  | A day for resident                  |
|  | \$110.00 | A day per non-resident              |
|  | \$25.00  | Recognized non-profit organizations |
|  | \$50.00  | Deposit-Custodial/Security/Call out |
- All groups are limited to Horseshoe Lake Shelter use of no more than 2 consecutive days from June 1<sup>st</sup> to September 30<sup>th</sup> annually, unless otherwise approved by city.

c.	Horseshoe Lake, park field & waterfront	\$200.00	Special Events	
	*includes Lake Special Event permits per WMC 9.20.030			
d.	<b>Special Events: (Council approval required for this category)</b>			
	<u>1. Commercial – For Profit</u> <u>(i.e. Fall Fest, Farmer’s Market, Restaurant/Pub events, etc.)</u>	<u>\$200.00</u>	<u>If funds are generated from vendors, etc.</u>	
	<u>2. Fund raiser – Non Profit</u> <u>With \$0 funds going to a commercial establishment or to benefit the business</u>	<u>\$100.00</u>	<u>If 100% of proceeds go to the Non Profit</u>	
	<u>3. Non Profit / Community Event</u> <u>i.e. Planters Days, VFW Memorial Day/Veteran’s Day, Hot Summer Nights, Easter Egg Hunt, Fishing Derby, etc.</u>	<u>Fee Waiver – Free</u>	<u>Benefits the Community as a whole, then the fee is waived (Free)</u>	
	<u>4. Street Closure Permit</u>	<u>Included in Special Event Fee</u>	<u>A Permit is required in conjunction with the Special Event Permit (if applicable)</u>	
	*Other Special Events out of the ordinary – fees as set by the Clerk-Treasurer			
ed	Gazebo and Covered Pad	No Charge	1 <sup>st</sup> come, 1 <sup>st</sup> served	
fe.	Council Chambers – City Hall	\$50.00	Day or portion thereof	
gf.	Community Meeting Room – Police Station (NEW)	\$50.00	Day or portion thereof	
gh	Conference Room – City Hall Annex	\$35.00	Day or portion thereof	
ih.	Key / Cleaning / Damage Deposit (for all city facilities)	\$150.00	If city employee is called in to open building, or if damage occurs, or key not returned, the deposit is nonrefundable.	

**Section 3. Licenses / Miscellaneous Permits (See WMC 5.04.100)**

a.	Business Registration Fee – in city (Basic Annual Fee)	\$70.00	
b.	Business Registration Fee – out of city * Business not having officers or facilities within city	\$110.00	
c.	Business Registration fee for Non-Profits/Churches, etc.	No charge	Optional registration
d.	Contractors	\$75.00	Annual
e.	Peddlers and Solicitors License (See WMC 5.16.060)		
	1) Within City	\$30.00	Plus investigation fee \$15 = \$45

2) Outside City	\$45.00	Plus investigation fee
	\$30.00	Investigation fee for Cowlitz/Clark Counties
	\$45.00	Investigation fee for all others
f. One day or event Transient merchant or workmen License (per WMC 5.04.140)	\$30.00	Per day or per event
g. Amusement Permit Fee (WMC 5.08.020)	\$40.00	Semi-Annually – per machine / device
h. Fireworks Permits (WMC 14.28.040 )***	\$100.00	Annual
i. Fireworks inspection fee (WMC 14.32.080)		Now see inspections under Fire Section (with CCFR Contract)

\*\*\* One permit entitles holder to operate at one location.

**Dance Permits:**

j. Public / Commercial Dance Permit Fee (WMC 5.12.030)	\$100.00	Annual (licensed by State to sell alcohol) with no entrance charge
k. Non School Juvenile Dance	\$10.00	Per quarter
l. Public Dance	With a charge or gratuity	\$50.00 Per dance (no alcohol)
m. Private Dance	No charge or gratuity	No charge WMC 5.12.030
n. School Dance	Sponsored by Woodland School system and held at school premises	No charge WMC 5.12

> Contact the Clerk-Treasurer / Police Chief for more information.

**Section 4. Animal Control (See WMC 7.04.040)**

a. Dog License – Annual (Collected by Cowlitz County Humane Society or local veterinarian)		
1) For any spayed or neutered dog, provided application is made by January 1 <sup>st</sup>	\$10.00	
2) For any spayed or neutered dog if application is after January 1 <sup>st</sup>	\$20.00	
3) For any dog NOT spayed or neutered if application is made by January 1 <sup>st</sup>	\$30.00	
4) For any dog NOT spayed or neutered if application is made after January 1 <sup>st</sup>	\$40.00	
5) Senior Citizen / Low Income Rate if applied for by January 1 <sup>st</sup> . After that the rate is the same as #2 and #4.	\$5.00*	* Application for Senior Citizen / Low Income must be applied for through the Clerk-Treasurer’s Office.

**Section 5. Public Works Department \*\***

**\*\*Also see WMC 16 – Inspection Fees**

a. Water / Sewer Utility		
1) Utility Service Deposit – WMC 13.04.180	\$175.00	Residential

		\$TBD*	Commercial (based upon 1 year average)
2)	Hydrant / Construction Meters		
	Connect / disconnect – WMC 13.04.045	\$70.00	Non-refundable
	Water consumption	-----→	1 month basic fee for 2" meter + overage (600 cu. ft.) (see water rates)
	Daily Rental fee	\$5.00	
	Damage deposit	\$250.00	
	Unauthorized water use	\$225.00	Minimum plus \$1.72 /100 cu.ft. of usage
b.	Driveway Construction permits (WMC 12.16.070)	\$5.00	For each lineal foot of curb cut
	Right of Way	\$50	Per permit
		\$50	Additional, if pavement disturbed
c.	Processing of Latecomer Agreements	\$300.00	Each water/sewer or street (Engineering and survey work, if any, to be provided by applicant)
d.	Water connect/disconnect (if due to non-payment)	\$40.00	Plus applicable late charge
e.	Water connect / disconnect (at customer request)	No charge	If scheduled 24 hours in advance
f.	Residential meter test deposit	\$60.00	If meter if found to be more than 3% inaccurate in favor of the City, the deposit is refunded. If found to be accurate up to 3% the deposit would be put towards the public works costs (salary/benefits). See WMC 13.04.230 for details
g.	Late Charge (WMC 13.04.220)	\$10.00*	*Or 10% whichever is greater.
h.	Street signs	\$100.00	Per sign
	<sup>1</sup> Cost Recovery	***	<sup>1</sup> If outside review is required, actual cost plus 10%

## Section 6. Land-Use / Planning Department

a.	Amendments (quasi-judicial)		
	Comprehensive Plan Text	\$2,000.00	plus cost recovery <sup>1</sup>
	Comprehensive Plan Map	\$2,000.00	plus cost recovery <sup>1</sup>
	Zoning Text	\$2,500.00	plus cost recovery <sup>1</sup>

	Zoning Map	\$2,500.00	plus cost recovery <sup>1</sup>
b.	Annexations		
	Notice of Intention	\$250.00	
	Petition:		
	1) 10 acres and under	\$1,200.00	plus cost recovery <sup>1</sup>
	2) Over 10 acres	\$1,500.00	plus cost recovery <sup>1</sup>
c.	SEPA Checklist Processing	\$650.00	
d.	SEPA Environmental Impact Statement Processing	\$500.00	plus cost recovery <sup>1</sup>
e.	Shorelines Exemption Review	\$100.00	
f.	Site Plan Review	\$400.00	Minimum
		\$110.00	Per 1,000 sq.ft. of building up to 25,000 sq.ft. plus cost recovery <sup>1</sup>
	Plus	\$25.00	Per 1,000 sq. ft. above 25,000 sq. ft.; maximum of \$10,000 plus cost recovery <sup>1</sup>
g.	Administrative Temporary Use	\$100.00	Per application plus cost recovery <sup>1</sup>
h.	Administrative Conditional Use	\$700.00	Per application plus cost recovery <sup>1</sup>
i.	Minor Variance	\$400.00	Plus cost recovery <sup>1</sup>
j.	All other applications (includes SUD)	\$500.00	Per application plus cost recovery <sup>1</sup>
k.	Development Agreement	\$750.00 <sup>1</sup>	Plus cost recovery <sup>1</sup>
l.	Code Interpretation (written)	\$200.00	
m.	Hearing continuance	Cost recovery <sup>1</sup>	Including hearing examiner's costs
n.	Hearing remand	Cost recovery <sup>1</sup>	Including hearing examiner's costs
q.	Report or data preparation	Cost recovery <sup>1</sup>	Including staff time
r.	Wetland delineation review	Cost recovery <sup>1</sup>	
s.	Floodplain confirmation letter	\$100.00	
t.	Zoning confirmation letter	\$100.00	
u.	Peer review (Scientific or technical)	Cost recovery <sup>1</sup>	
v.	Land Division		

	Preliminary Plats	\$3,500.00	Plus \$75 per lot plus cost recovery <sup>1</sup>
	Short Plats	\$800.00	Plus \$75 per lot plus cost recovery <sup>1</sup>
	Boundary Line Adjustment	\$400.00	Plus \$75 per lot plus cost recovery <sup>1</sup>
	Final Plat (subdivision)	\$1,500	Plus \$75 per lot plus cost recovery <sup>1</sup>
	Planned Unit Residential Development (PURD)	\$3,000.00	plus cost recovery <sup>1</sup>
	Final Plat (PURD)	\$1,500	Plus \$75 per lot plus cost recovery <sup>1</sup>
	Binding Site Plan (WMC 16.19.030c)	\$2,000.00	Plus \$150 per acre-total (not to exceed \$4,500) plus cost recovery <sup>1</sup>
	Plat Vacation	\$250.00	plus hearing examiner's costs
	Plat Time Extension	\$300.00	
w.	Appeals		
	Appeal of actions/decisions preceded by a hearing	\$700.00	Plus hearing examiner's costs
	Appeal of actions/decisions not preceded by a hearing	\$0.00	Plus hearing examiner's costs if ruling is unfavorable
x.	Critical Areas Permit	\$600.00	Plus cost recovery <sup>1</sup>
y.	Impact Fee Deferral	\$230.00	
z.	Pre-Application	\$350.00	
	<sup>1</sup> Cost Recovery	***	<sup>1</sup> Consultant review costs, printing, mailing, delivery and recording costs.

**Section 7. Hearings Examiner**

a.	Conditional Use Permit	\$2,750.00	Plus cost recovery <sup>1</sup> and hearing examiner's costs
b.	Shoreline Permits		
	1) Substantial Development Permit (SDP)	\$800.00	Plus cost recovery <sup>1</sup> including hearing examiner's costs
	2) Conditional Use with SDP	\$900.00	Plus cost recovery <sup>1</sup> and hearing examiner's costs
	without SDP	\$600.00	Plus cost recovery <sup>1</sup> and hearing examiner's costs
	3) Variance with SDP	\$900.00	Plus cost recovery <sup>1</sup> and hearing examiner costs
	without SDP	\$600.00	Plus cost recovery <sup>1</sup> and hearing examiner's costs
c.	Major Variances	\$1,500.00	Per application plus cost recovery <sup>1</sup>
	<sup>1</sup> Cost Recovery	***	<sup>1</sup> Consultant review costs, printing, mailing, delivery and recording costs

**Section 8. Building Department**

**a. Building Permit Fee**

Total Valuation	Fee
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for additional \$1,000.00, or fraction thereof

**Other Inspections and Fees:**

- Inspections outside of normal business hours (minimum charge - two hours) .....\$66.00 per hour<sup>1</sup>
- Re-inspection fees.....\$66.00 per hour<sup>1</sup>
- Inspections for which no fee is specifically indicated (minimum charge - one-half hour) .....\$66.00 per hour<sup>1</sup>
- Additional plan review for changes, additions, or revisions (minimum charge - one-half hour) ..\$66.00 per hour<sup>1</sup>
- For use of outside consultants for plan checking and inspections, or both .....Actual Costs<sup>2</sup>

<sup>1</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

<sup>2</sup>Actual costs include administrative and overhead costs.

**b. Plumbing Permit Fees**

Permit Issuance

- 1) For issuing each permit \$40.00
- 2) For issuing each supplemental permit \$20.00

Unit Fee Schedule (in addition to items 1 and 2 above)

- 1) For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection) \$10.00
- 2) For each building sewer and each trailer park sewer \$19.00

3)	Rainwater systems – per drain (inside building)	\$10.00
5)	For each water heater and/or vent	\$10.00
6)	For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	\$25.00
7)	For each installation, alteration or repair of water piping and/or water treating equipment, each	\$10.00
8)	For each repair or alteration of drainage or vent piping, each fixture	\$10.00
9)	For each lawn sprinkler system on any one meter including backflow protection devices therefore	\$10.00
10)	For atmospheric-type vacuum breakers not included in item 12:	
	1 to 5	\$10.00
	Over 5, each	\$2.00
11)	For each backflow protective device other than atmospheric type vacuum breakers:	
	2 inch (51mm) diameter and smaller	\$15.00
	Over 2 inch (51mm) diameter	\$25.00
12)	<i>Left blank intentionally</i>	
13)	For initial installation and testing for a reclaimed water system	\$39.00
14)	For each annual cross-connection testing of a reclaimed water system (excluding initial test)	\$39.00
15)	For each medical gas piping system serving one to five inlet(s)/outlet(s) for a specific gas	\$65.00
16)	For each additional medical gas inlet(s)/outlet(s)	\$7.00
	<b>Other Plumbing Inspections and Fees-</b>	
17)	Inspections outside of normal business hours	\$ 66.00
18)	Re-inspection fee	\$ 66.00
19)	Inspections for which no fee is specifically indicated	\$ 66.00
20)	Additional plan review required by changes, additions or revisions to approved plans (minimum charge --one half hour)	\$66.00

**c. Mechanical Permit Fees**

Permit Issuance and Heaters

1)	For the issuance of each mechanical permit	\$35.00
2)	For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$20.00

Unit Fee Schedule (in addition to items 1 and 2 above)

1)	Furnaces	
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	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3kW)	\$25.00
	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3kW)	\$30.00
	For the installation or relocation of each floor furnace, including vent	\$25.00
	For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$25.00
2)	Appliance Vents	
	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$15.00
3)	Repairs or Additions	
	For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	<del>\$25.00</del> 00
4)	Boilers, Compressors and Absorption Systems	
	For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	\$30.00
	For the installation or relocation of each boiler or compressor over three horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)	\$40.00
	For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)	\$55.00
	For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$75.00
	For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)	\$125.00
5)	Air Handlers	

	For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719L/s), including ducts attached thereto	\$20.00
	Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code	
	For each air-handling unit over 10,000 cfm (4719 L/s)	\$30.00
6)	Evaporative Coolers	
	For each evaporative cooler other than portable type	\$15.00
7)	Ventilation and Exhaust	
	For each ventilation fan connected to a single duct	\$9.00
	For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$13.60
	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$15.00
8)	Incinerators	
	For the installation or relocation of each domestic-type incinerator	\$25.00
	For the installation or relocation of each commercial or industrial-type incinerator	\$25.00
9)	Gas Piping System	
	For each gas piping system or 1 to 5 outlets	\$25.00
	For each additional gas piping system outlet, per outlet	\$5.00
10)	Dust Collection System	
	For each dust collection system, including fans and ducts	\$85.00
11)	Miscellaneous	
	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$15.00
Other Mechanical Inspections and Fees		
1)	Inspections outside of normal business hours, per hour (minimum charge - two hours)	\$66.00
2)	Re-inspection fee assessed under provisions of Section 116.6, per inspection	\$66.00

- 3) Inspections for which no fee is specifically indicated, per hour (minimum charge – one-half hour) \$66.00
- 4) Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge - one-half hour) \$66.00
- \* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

d. **Grading Fees**

**Table J-1 Grading Plan Review Fees**

50 cubic yards (38.2m <sup>3</sup> ) or less .....	No fee
51 to 100 cubic yards (40 m <sup>3</sup> to 76.5 m <sup>3</sup> ) .....	\$23.50
101 to 1,000 cubic yards (77.2 m <sup>3</sup> to 764.6 m <sup>3</sup> ) .....	\$37.00
1,001 to 10,000 cubic yards (765.3 m <sup>3</sup> to 7645.5 m <sup>3</sup> ) .....	\$49.25
10,001 to 100,000 cubic yards (7646.3 m <sup>3</sup> to 76 455 m <sup>3</sup> ) - \$49.25 for the first 10,000 cubic yards (7645.5 m <sup>3</sup> ), plus \$24.50 for each additional 10,000 cubic yards (7645.5 m <sup>3</sup> ) or fraction thereof.	
100,001 to 200,000 cubic yards (76 456 m <sup>3</sup> to 152 911 m <sup>3</sup> ) - \$269.75 for the first 100,000 cubic yards (76455 m <sup>3</sup> ), plus \$13.25 for each additional 10,000 cubic yards (7645.5 m <sup>3</sup> ) or fraction thereof.	
200,001 cubic yards (152 912 m <sup>3</sup> ) or more - \$402.25 for the first 200,000 cubic yards (152 911 m <sup>3</sup> ), plus \$7.25 for each additional 10,000 cubic yards (7645.5 m <sup>3</sup> ) or fraction thereof.	

**Other Fees:**

Additional plan review for changes, additions, or revisions (minimum charge - one-half hour) ..\$66.00 per hour\*

Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**Table J-2 Grading Permit Fees<sup>1</sup>**

- 50 cubic yards (38.2m<sup>3</sup>) or less .....\$23.50
- 51 to 100 cubic yards (40 m<sup>3</sup> to 76.5 m<sup>3</sup>) .....\$37.00
- 101 to 1,000 cubic yards (77.2 m<sup>3</sup> to 764.6 m<sup>3</sup>) - \$37.00 for the first 100 cubic yards (76.5 m<sup>3</sup>), plus \$17.50 for each additional 100 cubic yards (76.5 m<sup>3</sup>) or fraction thereof.
- 1,001 to 10,000 cubic yards (765.3 m<sup>3</sup> to 7645.5 m<sup>3</sup>) - \$194.50 for the first 1,000 cubic yards (764.6 m<sup>3</sup>), plus \$14.50 for each additional 1,000 cubic yards (764.6 m<sup>3</sup>) or fraction thereof.
- 10,001 to 100,000 cubic yards (7646.3 m<sup>3</sup> to 76 455 m<sup>3</sup>) - \$325.00 for the first 10,000 cubic yards (7645.5 m<sup>3</sup>), plus \$66.00 for each additional 10,000 cubic yards (7645.5 m<sup>3</sup>) or fraction thereof.
- 100,001 cubic yards (76 456 m<sup>3</sup>) or more - \$919.00 for the first 100,000 cubic yards (76 455 m<sup>3</sup>), plus \$36.50 for each additional 10,000 cubic yards (7645.5 m<sup>3</sup>) or fraction thereof.

**Other Inspections and Fees:**

- Inspections outside of normal business hours (minimum charge - two hours) .....\$66.00 per hour<sup>2</sup>
- Re-inspection fees.....\$66.00 per hour<sup>2</sup>
- Inspections for which no fee is specifically indicated (minimum charge - one-half hour) .....\$66.00 per hour<sup>2</sup>

<sup>1</sup>The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

<sup>2</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

**e. Sign Permit Fees**

- 1) Window, \$ 75.00
- wall, \$100.00
- roof, or projecting signs \$125.00
- Window, wall, roof or projecting signs \$300.00 IF initiated by Code Enforcement\*ADD TO WMC
- 2) Free standing signs \$145.00
- 3) Monument signs \$75.00

**f. Other Miscellaneous Building Permits**

- 1) Flood-Development Permit \$100.00
- 2) Fence (3' or higher) \$55.00
- 3) Building Demolition \$55.00
- 4) Residential Re-roof \$55.00
- Commercial Re-roof \$100.00
- 5) Solid Fuel Burning Appliance (woodstove) \$55.00
- 6) Commercial Coach Placement \$250.00
- 7) Manufactured Home Installation \$300.00
  - a. Plan Review without garage \$50.00
  - b. Plan Review with garage \$150.00

**Section 9. Police Department**

1) Fingerprints	\$15.00	Per full set (up to 2 )
	\$3.00	Additional set
2) Service of Civil Legal Papers	\$25.00	(inside city) per service
	\$25.00	(outside city) plus mileage per service
	IRS rate	Per mile
3) Service of Warrants	>>>	Fee as set by Cowlitz Co.
4) Police / Fire Reports	\$5.00	Minimum if mailed/delivered up to 20 pages additional pages \$0.15 each
	\$5.00	For discovery
		(At Public Disclosure rate per page copy if requested in person. Does not include telephone written requests requiring mailing.)
5) Police Officers hired for Special Events / Security	\$0.15	Per page (if picked up in person) Charge is based on actual overtime rate plus benefits

**Section 10. Fire Department**

1	False Alarm (WMC 14.34)	
2	1 <sup>st</sup> Offense / Alarm	\$0 Notice only, no charge
3	2 <sup>nd</sup> Offense/Alarm within 6 months	\$0 Notice, inspection required; report of inspection to WPD & WFD within 10 days
4	3 <sup>rd</sup> Offense/Alarm within 6 months	\$50.00 Plus written report, WPD/WFD can order an inspection and authorize repair or corrective action with cost billed to owner.
5	4 <sup>th</sup> and subsequent Offense/Alarm within 6 months	\$100.00 Inspection required and appropriate remedial action taken.
6	See WMC 14.32 / 14.28 (Chapter adopting Fire Code)	
7	<b>Inspections – Fire Protection Features</b>	<b>Based on Clark County Fire Marshal fee schedule for fire life safety permits, reviews<sup>1</sup> and inspections. All subject to a 10% administrative fee for each permit.</b>
8	A. Fire pumps	\$263
	B. Automatic sprinkler systems	
	i. 13 D (single-family) or 13 R – per building	\$145
	ii. Other Systems, each riser	\$219
	iii. System revision > 5 heads	\$145
	iv. Plus each head for the above	\$2
	C. Standpipe systems per riser	\$182

	D.	Commercial cooking protection	\$175
	E.	Other extinguishing system	\$263
	F.	Smoke removal system	\$263
	G.	Zoned fire alarm systems	
	i.	First zone	\$145
	ii.	Each additional zone	\$87
	iii.	Plus each device	\$3
	iv.	Addressable fire alarm systems	
		a. 1-50 Devices	\$175
		b. 51-100	\$240
		c. 101-150	\$300
		d. 151-200	\$400
		e. 201-300	\$490
		f. 301-400	\$575
		g. 401 or more	\$660
	H.	Partial system inspection	\$145
	I.	Inspection for installation of gates obstructing fire department access	\$137
	J.	Inspection for single-family residences, residential additions/alterations and miscellaneous building reviews	\$69
	K.	Re-inspections	\$137
9.		<b>Inspections – Special Processes and Equipment</b>	
	A.	Application of flammable/combustible finishes	\$145
	B.	Application of flammable/combustible finishes including dip tank operations and application of combustible powders	
		i. Dip tanks	\$145
		ii. Spray booths	\$145
	C.	Organic peroxides and coatings and dual-component coatings	\$145
	D.	Semiconductor fabrication	
		i. Semiconductor fabrication using HPM, each process	\$145
		ii. Special tool, machinery or equipment used in fabrication, each tool	\$145
	E.	Commercial drying ovens	\$145
	F.	Refrigeration systems	\$145
10		<b>Inspections – Special Hazards</b>	
	A.	Compressed gasses	
		i. All classifications in excess of exempt amounts –First 20 outlets	\$145

	ii. Each additional 20 outlets of portion thereof	\$74	
B.	Cryogenic systems or processes		
	i. Each system, process or product	\$219	
	ii. Each tank or vessel	\$37	
C.	Explosive materials		
	i. Storage of black or smokeless powder, small arms ammunition, percussion caps and primers for consumer consumption	\$145	
	ii. Other storage, use, handling or demolition of explosives or explosive material	\$145	
	iii. Magazines		
	a. Permanent Class 1, 4 or 5	\$145	
	b. Portable Class 1, 4 or 5	\$145	
	c. Type 2 or 3	\$145	
	iv. Fireworks		
	a. Retail stand	>>>	Review & inspection not to exceed \$100
	b. Display	>>>	Review & inspection not to exceed \$100
	v. Pyrotechnic special effect	\$145	
D.	Hazardous materials		
	i. Storage tank or vessel installation, removal, abandonment, repair or reline		
	a. First 3 tanks or vessels	\$145	
	b. Each additional	\$37	
	ii. Container or portable tank storage	\$145	
	iii. Product piping or vapor recovery – Motor fuel dispensing (with tank installation)	Included	
	iv. Other product piping or vapor recovery – per product	\$145	
	v. Hazardous material recycling systems	\$145	
	vi. Storage use or handling of hazardous materials in excess of exempt amounts not listed	\$145	
E.	High-piled combustible storage	\$145	
F.	Liquified petroleum gas		
	i. Fixed installation of portable or non-portable tanks with a water capacity in excess of 125 gallons		
	a. First tank	\$145	
	b. Each additional tank	\$37	
	ii. Dispensing	\$145	

G. Storage or display of aerosol products \$145

11 | **Re-inspections – Each <sup>2</sup>**

12 **Fire Code Annual Inspections**

- A. For the purpose of performing inspections and related activities for the issuance of required operational permits as outlined in Section 15.12.105.6. Must be paid before operational permit(s) can be issued. \$130/hr
- B. For the purpose of performing inspections and related activities for occupancies referenced in Section 15.12.106.2 \$130/hr
- C. Unless alternatives have been agreed upon between the county and inspected premises, failure to pay fees for the inspections referenced above shall result in the following penalties:
  - i. More than 105 days past due 12% Annual interest added

**Ambulance Transport Service Rates:**

- Base rate \$500.00 Per patient
- Mileage rate \$12.00 Per mile

**STATE AND EMAC MOBILIZATIONS**

See individual agreements, terms and guidelines

**Compensable time**

Begins upon time of dispatch or request for the response. Should be pre-arranged time for response be made, compensable time begins 15 minutes prior to the resource leaving the station for the response. Compensable time ends when the resource(s) are re-serviced and back in quarters.

Minimum compensable time is one (1) hour. Invoicing will be in ¼ hour increments beyond one (1) hour.

**Personnel rates\* THESE RATES WILL BE UPDATED ANNUALLY PER STATE RATES**

Fire Chief	Actual salary	Per hour
Assistant Chief	Actual salary	Per hour
Battalion Chief	Actual salary	Per hour

Lieutenant	Actual salary	Per hour
Driver/Operator	Actual salary	Per hour
Firefighter	Actual salary	Per hour
EMS Responder	Actual salary	Per hour
Firefighter-longest seniority	Actual salary	Per hour**
Firefighter-least seniority	Actual salary	Per hour**

\*This rate is based on the first eight (8) hours of compensable time in a 24 hour period up to a maximum of forty (40) regular hours in a seven (7) day week. Any compensable time in addition to this will be at a rate of 1 ½ times these rates.

\*\*This rate is applicable for these employees during their regular work shift. Overtime at 1 ½ times this rate will be applicable for any time worked by these employees outside of their regular work hours, regardless of the duration of the compensable hours.

<sup>1</sup> Review fee is paid at the time of plan submittal—balance of review and inspection fees paid at the time of permit issuance.

<sup>2</sup> This fee applies where no progress has been made toward correction of noted violation(s) related to work on an existing permit. This fee does not apply to re-inspections required under subsection 12.

**Section 12. The rates and charges set forth herein shall become effective upon adoption, unless otherwise noted.**

Passed this 1<sup>st</sup> 4<sup>th</sup> day of April~~March~~, 2013.

CITY OF WOODLAND

\_\_\_\_\_  
Grover B. Laseke, Mayor

ATTEST:

\_\_\_\_\_  
Mari E. Ripp, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
William Eling, City Attorney