



Memorandum

Date: July 24, 2014
To: Mayor Keil and the Seguin City Council
From: Pamela Centeno, Director of Planning/Codes
RE: Proposed Changes to Planning/Codes Department Fees

Staff is proposing the following changes to the current Fee Schedule for fees associated with the Planning/Codes Department.

Proposed New Fees:

- Electricians and mechanical contractors are licensed by the State. While they are not required to obtain a local license, they must register with the City of Seguin and provide proof of a valid State license. Currently, the City of Seguin does not charge a registration fee. Staff is proposing to add an annual registration fee of \$50.00 to recover costs for staff time for processing these registrations annually.
- In order to assure timely payment of annual Food Service Establishment fees, staff is proposing to add a late payment fee of \$50.00.
- Currently, inspections on weekends and holidays for building, electrical, plumbing, mechanical, swimming pool, and sign inspections are \$75.00 per hour. There is not a charge for inspections conducted during the week outside the normal business hours. Staff is proposing to add after-hours inspections based on the same fee (\$75/hour).

Proposed Fee Increases:

- In 2012 the City of Seguin increased the fees for building permits, swimming pool permits, and sign permits. In reviewing the adopted fees staff has identified that, based on the current fee schedule, a permit for a project valued at \$413,000 - \$499,000 cost more than a permit for a project valued at \$500,000. Staff is proposing to correct this by increasing the base fee for valuations over \$500,000 from \$1,750 to \$2,100.
- Currently, the permit fee for sewer lines is a flat rate of \$8.00 regardless of the length of the sewer line being installed. Staff time for the inspection varies dependent upon the length of the line. To account for these variations, staff is proposing to change the fee to be based on linear feet of the line. Staff proposes a fee of \$0.20 per linear foot.
- Staff is proposing to increase on-site sewage system fees from a flat rate of \$50.00 to \$100.00 for standard systems and \$150.00 for aerobic systems to recover costs for staff reviews and inspections.
- Staff is proposing to increase the Plat Variance application fee from \$175.00 to \$200.00 to be consistent with the Zoning Variance application fee. The fees should be equivalent since the costs associated with processing Plat variances and Zoning variances are the same.