

RESOLUTION 19-__

**A RESOLUTION OF THE TOWN OF FAIRFAX UPDATING
EXHIBITS A-D TO THE TOWN'S MASTER FEE SCHEDULE**

WHEREAS, California Government Code section 50076 permits municipalities to charge fees for services or regulatory activities which do not exceed the reasonable cost of providing those services or activities; and

WHEREAS, the Town last completed a User Fee Study in 2009 to analyze the Town's costs of services and activities for which fees may be charged, and, based on the User Fee Study, a Master Fee Schedule was adopted; and

WHEREAS, the Town retained Revenue & Cost Specialists, LLC to complete a User Fee Study dated July 2019 to update and analyze the Town's current costs of services and activities for which fees may be charged; and

WHEREAS, the Town has determined that adjustments to Exhibits A-E to the Master Fee Schedule are warranted;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Fairfax does hereby adopt the amended and restated Master Fee Schedule attached hereto as Exhibits A through E and incorporated herein by reference, to be effective July 1, 2020.

BE IT FURTHER RESOLVED that the Town Council of the Town of Fairfax does hereby adopt the Master Fee Schedule for subsequent "phase -in" years in Exhibits A (Planning Fees), B (Building Fees) and C (Townwide/Administrative Fees) to be effective on July 1st of each fiscal year (e.g., July 1, 2021 for FY21-22), unless otherwise noted for a specific fee in the Exhibits.

The foregoing Resolution was duly passed and adopted at a Regular Meeting of the Town Council of the Town of Fairfax held in said Town on the 6th day of November 2019, by the following vote, to wit:

AYES:

NOES:

ABSENT:

BARBARA COLER, Mayor

Attest:

Hannah Politzer, Deputy Town Clerk

ATTACHMENT D

TABLE A-PLANNING FEES

PLANNING & BUILDING Service Type SERVICE	PROPOSED FY20-21	PHASE-IN PERIOD**				
		FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
Use Permit - Minor Residential	\$915	\$1,007	\$1,107	\$1,218	\$1,340	\$1,474
Use Permit - Minor Commercial	\$915	\$1,007	\$1,107	\$1,218	\$1,340	\$1,474
Use Permit - Major	\$915	\$1,007	\$1,107	\$1,218	\$1,340	\$1,474
Use Permit - Amendment	\$915	\$1,007	\$1,107	\$1,218	\$1,340	\$1,474
Design Review - Exterior Color Chg.	\$388	\$427	\$469	\$516	\$568	\$625
Design Review - Residential Const.	\$915	\$1,007	\$1,107	\$1,218	\$1,340	\$1,474
Design Review - Commer. Proj. Minor	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
Design Review - Commer. Proj. Major	\$6,035	\$6,035	\$6,035	\$6,035	\$6,035	\$6,035
Design Review - Modif to Approved	\$900	\$990	\$1,089	\$1,198	\$1,318	\$1,449
Design Review - Multi-residential	\$6500 deposit*					
Variance - Fence	\$510	\$561	\$617	\$679	\$747	\$821
Variance - All Others	\$1,225	\$1,348	\$1,482	\$1,630	\$1,794	\$1,973
Variance - Amendment	deleted since included in another fee					
Variance - Time Extension	\$150	\$165	\$182	\$200	\$220	\$242
Sign Permit - Administrative	\$150	\$165	\$182	\$200	\$220	\$242
Sign Permit - Planning Commission	\$344	\$378	\$416	\$458	\$504	\$554
Ridgeline Scenic Corridors	\$2,835	\$2,835	\$2,835	\$2,835	\$2,835	\$2,835
Preferential Parking Permit	\$500	\$550	\$605	\$666	\$732	\$805
Hill Area Residential Permit Application/Modification	\$4,745	\$9,800	\$9,800	\$9,800	\$9,800	\$9,800
Hill Area Residential Permit Extension	\$285	\$0	\$0	\$0	\$0	\$0
Well Drilling Permit	\$500	\$550	\$605	\$666	\$732	\$805
Envir Review - Application	\$5000 deposit*					
Envir Review - Init Study/Neg Dec	\$5000 deposit*					
Envir Review - EIR	\$5000 deposit*					
Envir Review - County Processing	deleted included within other fees					
Envir Review - Mitigation Monitor	\$4,000 deposit*					
Envir Review - State Fish & Game	deleted included within other fees					
Grading - 100 CY or Greater	\$700					
Encroachment Permits- Fence	\$565	\$622	\$684	\$752	\$827	\$910
Encroachment Permits- Others	\$675	\$743	\$817	\$898	\$988	\$1,087
Certificate of Compliance (includes conditional)	\$600 plus \$50/parcel plus outside prof. costs					
Lot Line Adjustment - Ministerial	\$1,500					
Lot Line Adjustment	\$2500 fee plus \$1,000 deposit for eng. ***					
Subdivision - Mapping	\$5000 deposit*					
Planned Development District	\$5000 deposit*					
General Plan Amendment	\$5000 deposit*					
Annexation	\$5000 deposit*					
Traffic Impact Report	\$4683 plus outside professional costs***					
Rezoning and Pre-Zoning	\$5000 deposit*					
Zoning/Code Amendment	\$5000 deposit*					
Development Agreements	\$5000 deposit*					
General Consultation Meeting	\$175/meeting					
Consultation Meeting Retainer	\$1,000 deposit*					
Contractor Consulting Services	\$1,000 deposit***					
Reimb of Town Attorney Costs	\$1000 deposit billed at town attorney rate					
Staff Research	deleted since included in another fee					
Appeal Fee	\$625					
General Plan Maintenance	5% on all building permit fees					
Technology Improvement	5% on all building permit fees					
Infrastructure Improvement	5% on all building permit fees					
Penalty - Work w/o Valid Entitle	1.5 X actual cost of permit					
Unpermitted Construction	1.5 X actual cost of permit					
Cannabis Business Permit Application (eff. 11/6/19)	\$2800 fee plus \$2,000 deposit for outside prof. costs***					
Engineering Plan Check Review Fees	\$1,000-\$3,000 deposit***; based on the project					
Planning Review of Building Permits	deleted since included in building fees					

* Deposit- staff time charge at fully allocated hourly rate (FAHR); outside professional services charged at actual cost plus 20% administrative fee; graphics charged at costs; staff will request additional deposit as needed to continue with the project.

** If no fees are listed in the Phase -in Period, the fee is the same as adopted in FY20-21. Staff time billed at FAHR.

*** outside professional cost plus 20% fee to administer contract & review work

TOWN OF FAIRFAX- MASTER FEE SCHEDULE
 EXHIBIT B - BLDG. PLAN CHECKS/PERMITS

S-053 Bldg. Plan Check/Permits	PHASE-IN PERIOD					
	Proposed Fee					
RESIDENTIAL	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
New Home	\$ 5,460	\$ 5,733	\$ 6,020	\$ 6,321	\$ 6,637	\$ 6,968
Major Remodel	\$ 4,057	\$ 4,260	\$ 4,473	\$ 4,697	\$ 4,932	\$ 5,178
Major Kitchen Structural	\$ 3,022	\$ 3,173	\$ 3,332	\$ 3,498	\$ 3,673	\$ 3,857
Major Bath Structural	\$ 2,100	\$ 2,205	\$ 2,315	\$ 2,431	\$ 2,553	\$ 2,680
Minor Kitchen	\$ 1,620	\$ 1,701	\$ 1,786	\$ 1,876	\$ 1,969	\$ 2,068
Addition Major	\$ 3,022	\$ 3,173	\$ 3,332	\$ 3,498	\$ 3,673	\$ 3,857
Minor Bath	\$ 923	\$ 969	\$ 1,018	\$ 1,068	\$ 1,122	\$ 1,178
Roof Large	\$ 553	\$ 581	\$ 610	\$ 641	\$ 673	\$ 706
Roof Small	\$ 405	\$ 426	\$ 447	\$ 469	\$ 493	\$ 517
Water Heater	\$ 105	\$ 110	\$ 116	\$ 122	\$ 128	\$ 134
Water Line	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Gas Service	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Electrical Service	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Solar	WAIVED	WAIVED	WAIVED	WAIVED	WAIVED	WAIVED
Furnance	\$ 105	\$ 110	\$ 116	\$ 122	\$ 128	\$ 134
Addition Minor	\$ 1,994	\$ 2,094	\$ 2,198	\$ 2,308	\$ 2,424	\$ 2,545
Garage New	\$ 2,364	\$ 2,482	\$ 2,606	\$ 2,736	\$ 2,873	\$ 3,017
Carport New	\$ 1,550	\$ 1,627	\$ 1,709	\$ 1,794	\$ 1,884	\$ 1,978
Garage Repair	\$ 996	\$ 1,046	\$ 1,099	\$ 1,154	\$ 1,211	\$ 1,272
Carport Repair	\$ 996	\$ 1,046	\$ 1,099	\$ 1,154	\$ 1,211	\$ 1,272
Deck New	\$ 996	\$ 1,046	\$ 1,099	\$ 1,154	\$ 1,211	\$ 1,272
Deck Repair	\$ 608	\$ 638	\$ 670	\$ 704	\$ 739	\$ 776
New Foundation	\$ 848	\$ 891	\$ 935	\$ 982	\$ 1,031	\$ 1,083
Earthquake Retro	WAIVED	WAIVED	WAIVED	WAIVED	WAIVED	WAIVED
Ejector Pump	\$ 331	\$ 347	\$ 365	\$ 383	\$ 402	\$ 422
Sun Room	\$ 627	\$ 658	\$ 691	\$ 726	\$ 762	\$ 800
Garage Door	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Pool House	\$ 2,437	\$ 2,559	\$ 2,687	\$ 2,821	\$ 2,962	\$ 3,110
Repipe Home	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Radiant Heating	\$ 405	\$ 426	\$ 447	\$ 469	\$ 493	\$ 517
Creek Bank Repairs	\$ 1,698	\$ 1,783	\$ 1,872	\$ 1,965	\$ 2,064	\$ 2,167
Wood Stove	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Swimming Pool	\$ 1,180	\$ 1,239	\$ 1,301	\$ 1,366	\$ 1,435	\$ 1,506
Hot Tub	\$ 479	\$ 503	\$ 528	\$ 554	\$ 582	\$ 611
Retaining Wall	\$ 996	\$ 1,046	\$ 1,099	\$ 1,154	\$ 1,211	\$ 1,272

COMMERCIAL						
Major Remodel (up to 2,000 sf)	\$ 6,087	\$ 6,391	\$ 6,711	\$ 7,046	\$ 7,399	\$ 7,769
Major Remodel (Ea addl 100 sf)	\$ 304	\$ 320	\$ 336	\$ 352	\$ 370	\$ 388
Roof Large	\$ 830	\$ 871	\$ 915	\$ 960	\$ 1,008	\$ 1,059
Roof Small	\$ 608	\$ 638	\$ 670	\$ 704	\$ 739	\$ 776
Water Heater	\$ 441	\$ 463	\$ 486	\$ 511	\$ 536	\$ 563
Water Line	\$ 406	\$ 427	\$ 448	\$ 470	\$ 494	\$ 519
Gas Service	\$ 718	\$ 754	\$ 792	\$ 831	\$ 873	\$ 917
Electrical Service	\$ 718	\$ 754	\$ 792	\$ 831	\$ 873	\$ 917
ADA Upgrade	WAIVED	WAIVED	WAIVED	WAIVED	WAIVED	WAIVED
Grease Traps	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Awning	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Sign Structural	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Freezer	\$ 627	\$ 658	\$ 691	\$ 726	\$ 762	\$ 800
Mop Sink	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Solar	WAIVED	WAIVED	WAIVED	WAIVED	WAIVED	WAIVED

RESIDENTIAL & COMMERCIAL						
Pool Equipment	\$ 405	\$ 426	\$ 447	\$ 469	\$ 493	\$ 517
Demolition	\$ 109	\$ 115	\$ 120	\$ 126	\$ 133	\$ 139
Insulation	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Siding	\$ 405	\$ 426	\$ 447	\$ 469	\$ 493	\$ 517
Windows	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Door	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Sheet Rock Repairs	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Minor Dryrot Repairs	\$ 405	\$ 426	\$ 447	\$ 469	\$ 493	\$ 517
Major Dryrot Repair	\$ 713	\$ 749	\$ 786	\$ 825	\$ 867	\$ 910
Minor Building	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Minor Electrical	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Minor Mechanical	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Plumbing Minor	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Plumbing Major	\$ 627	\$ 658	\$ 691	\$ 726	\$ 762	\$ 800
Interior Stairway	\$ 627	\$ 658	\$ 691	\$ 726	\$ 762	\$ 800
Exterior Stairway	\$ 405	\$ 426	\$ 447	\$ 469	\$ 493	\$ 517
Air Conditioning	\$ 294	\$ 309	\$ 324	\$ 340	\$ 357	\$ 375
Temp Power Pole	\$ 257	\$ 270	\$ 284	\$ 298	\$ 313	\$ 328
Sauna	\$ 405	\$ 426	\$ 447	\$ 469	\$ 493	\$ 517
Skylight	\$ 405	\$ 426	\$ 447	\$ 469	\$ 493	\$ 517
Street Opening Permit	\$ 266	\$ 279	\$ 293	\$ 308	\$ 323	\$ 339
Encroachment <\$100,000	4.0% of Project Valuation					
Encroachment \$100,000-\$1 Mill	2.5% of Project Valuation					
Encroachment \$1 Mill+	1.0% of Project Valuation					

RESIDENTIAL RESALE INSPECTION						
Single Family Home & Multiple Unit Structures	\$ 368	\$ 386	\$ 405	\$ 425	\$ 447	\$ 469
Per Additional Living Unit	\$ 74	\$ 77	\$ 81	\$ 85	\$ 89	\$ 94
Condominiums	\$ 236	\$ 248	\$ 260	\$ 273	\$ 287	\$ 302
Duplex	\$ 446	\$ 469	\$ 492	\$ 517	\$ 542	\$ 570

EV CHARGING (Chargepoint)						
1st 4 hours	\$1/hour	\$1/hour	\$1/hour	\$1/hour	\$1/hour	\$1/hour
Beyond 4 hours	\$4/hour	\$4/hour	\$4/hour	\$4/hour	\$4/hour	\$4/hour

EXHIBIT B

EXHIBIT C- TOWNWIDE/ADMIN SERVICE	PROPOSED FY20-21	Phase-In Period **				
		FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
Special Events Permit- non-Town sponsored, private property	\$100 application plus staff time*					
Banner Installation	\$270	\$280	\$290	\$300	\$310	\$320
Returned Check	\$60					
Duplication - Electronic Media	\$10 per CD					
Duplication - Printed Media	\$0.25 per page for the first 10 pages; \$0.10 per page thereafter					
Document Scanning	\$5 per request, plus \$0.10 per page scanned					
Candidate Filing	\$25					
Initiative/Referendum Filing	\$200					
Town Research Fee	\$200 deposit* min. 30 minutes					
Council Agenda - Packet	Town no longer provides this service; agendas are emailed					
Business License Processing	\$25					
Tobacco Business License	\$25					
Filming Permit	\$550					

**EXHIBIT D
FACILITY RENTAL FEES**

Facilities Rental Fees	Proposed Fee	Proposed Day Rate
Facility/Property		
Women's Club		
Fairfax Resident, private event	\$110/hr	\$660/day
Non-Resident, private event	\$135/hr	\$810/day
Fairfax, non-profit group	\$55/hr	\$330/day
Non-Fairfax, non-profit group	\$80/hr	\$480/day
Fairfax, Youth event (\$150 deposit)*	\$55/hr	\$330/day
PARC Sponsored	\$0	\$0
Pavilion (3 hour minimum)		
Fairfax Resident, private event	\$190/hr	\$1,140/day
Non-Resident, private event	\$225/hr	\$1,360/day
Fairfax, non-profit group	\$80/hr	\$480/day
Non-Fairfax, non-profit group	\$135/hr	\$810/day
Fairfax, Youth event (\$150 deposit)*	\$55/hr	\$330/day
PARC Sponsored	\$0	\$0
Maintenance Fee (Pavilions and Women's Club)		
PARC Sponsored Event - Less than 75 attendees	\$75	
PARC Sponsored Event - 75 attendees or more	\$325	
All Other Events at Pavilions - Any size	\$325	
All Other Events at Women's Club - Any size	\$200	
*Damage/Extra Cleaning Deposit		
All Facilities	\$450	
If Alcohol is Served	\$550	
All Parks	\$300	
If Alcohol is Served	\$400 (special event)	

**EXHIBIT D
FACILITY RENTAL FEES**

Facilities Rental Fees	Proposed Fee	Proposed Day Rate
Key Deposit		
All Buildings		
Key Loss Fee		
All Buildings	\$100	
Bolinas & Peri Park Picnic Area (2 hour minimum)		
Non-Profit Group	\$55	\$275
Private Event	\$80	\$320
Street Closure (per day non-refundable)		
Town Sponsored Event (PARC)	\$0	
All Other Events	Not available	
Downtown street closures	\$150 + FAHR ⁽¹⁾	
Residential street closure	\$25 + FAHR ⁽¹⁾	

⁽¹⁾ FAHR - Fully Burdened Hourly Rate for all Town Staff enforcing road closure on day(s) of event

EXHIBIT E	PROPOSED
POLICE	FY20-21
SERVICE	
Police Non-Accident Report- resident	\$ 20
Police Non-Accident Report- non- resident	\$ 40
Police Accident Report- resident	\$ 40
Police Accident Report- non- resident	\$ 70
Duplication	delete, follow town rate
Vehicle Release	\$145
Immobilization Device Removal	\$170
Fingerprints- Live Scan- Residents/Businesses	\$40
Fingerprints- Ink- Residents/Businesses	\$45
Fingerprints- Live Scan- Non Residents/Businesses	\$60
Fingerprints- Ink- Non Residents/Businesses	\$65
Bicycle License	\$2
Subpoena - Witness and Documents	Maximum per State law
Vehicle Equip Correction Inspection- resident/business	\$0
Vehicle Equip Correction Inspection per Citation	\$30
Vehicle Repossession Release	\$15
Parking Permit - Merchant	\$120
Street Closure - Block Party	delete; in other fee
Clearance Letter	\$25
ABC One-Day License	\$0
Concealed Weapons Permit	\$100