

ORDINANCE NO. 2017-16

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA AMENDING THE FLAGSTAFF CITY CODE, TITLE 3, *BUSINESS REGULATIONS*, CHAPTER 3-10, *USER FEES*, TO INCREASE OR MODIFY FEES FOR PLANNING, ENGINEERING, AND FIRE DEPARTMENT SERVICES AND AMENDING PROCEDURES RELATED TO ANNUAL REVIEW AND ADJUSTMENT OF FEES; AMENDING TITLE 4, *BUILDING REGULATIONS*, CHAPTER 4-03, *INTERNATIONAL BUILDING CODE*, TO PROVIDE FOR ADOPTION OF FEES BY RESOLUTION; PROVIDING FOR PENALTIES, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

**RECITALS:**

WHEREAS, the City Council desires to increase fees charged for Planning, Engineering, and Fire Department services to help recoup City administrative costs and expenses;

WHEREAS, the City has posted notice of the proposed fee changes in conformance with A.R.S. § 9-499.15 et seq.

**ENACTMENTS:**

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:**

SECTION 1. In General.

The Flagstaff City Code, Title 3, *Business Regulations*, Chapter 3-08, *User Fees*, is hereby amended repealing Section 3-10-001-001-000, *Planning*, and adopting a new Section 3-10-001-000-0001, *Planning*, to establish updated user fees for Planning effective August 1, 2017 as follows:

**3-10-001-0001 Planning**

Annexation	\$	2,020
Appeals - Building Fire Code Board of Appeals (Building Official)	\$	2,130
Appeals - Board of Adjustments	\$	1,090
Appeals - Planning Commission and City Council	\$	1,720
Appeals of Dedication and Exactions	\$	500
Comprehensive Sign Program	\$	700
Conditional/Special Use Permit	\$	3,000
Conditional/Special Use Permit – Extensions/Renewals	\$	1,555
Continuance	\$	500
Development Agreement – Major	\$	10,000
Development Agreement – Minor	\$	5,000
Extension of Site Plan	\$	810

General Plan Amendment - Specific Plan	\$	4,290
General Plan Amendment - Specific Plan Per Acre	\$	160
General Plan Map - Major Per Acre	\$	415
General Plan Map Amend – Major	\$	3,340
General Plan Map Amend - With Rezoning (minor)	\$	5,630
General Plan Map Amend - With Rezoning per Acre (minor)	\$	320
Historic Preservation Review	\$	65
Minor Improvement Permit	\$	80
Outdoor Lighting Permit	\$	130
Sign Permit – Permanent Sign/Each Permit	\$	90
Site Plan Review – Concept	\$	420
Site Plan Review – Minor Amendment	\$	345
Site Plan Review – Per Acre	\$	1,553
Site Plan Review – Site	\$	2,550
Subdivision Plats - Boundary Adjustment	\$	175
Subdivision Plats – Concept Plat	\$	440
Subdivision Plats – Development Master Plan	\$	2,014
Subdivision Plats – Development Master Plan/Acre	\$	290
Subdivision Plats – Final Plat Submittal	\$	1,840
Subdivision Plats - Land Split/Combination	\$	565
Subdivision Plats - Map of Dedication	\$	1,440
Subdivision Plats – Preliminary Plat Submittal	\$	5,395
Subdivision Plats – Preliminary Plat/Lot	\$	145
Subdivision Plats - Preliminary Plat Amendment	\$	935
Subdivision Plats - Preliminary Plat Extension	\$	830
Temporary Sign	\$	65
Temporary Use Permit	\$	345
Variance	\$	1,140
Zoning Map Amendment - Large Scale	\$	7,365
Zoning Map Amendment - Large Scale per Acre	\$	155
Zoning Map Amendment - Medium Scale	\$	5,010
Zoning Map Amendment - Medium Scale per Acre	\$	155
Zoning Map Amendment - Multi Phase	\$	7,365
Zoning Map Amendment - Multi Phase per Acre	\$	155
Zoning Map Amendment - Small Scale	\$	3,265
Zoning Map Amendment - Small Scale per Acre	\$	155
Zoning Verification – Letter	\$	190

The Flagstaff City Code, Title 3, *Business Regulations*, Chapter 3-08, *User Fees*, is hereby amended by repealing Section 3-10-001-0002, *Engineering*, and adopting a new Section 3-10-001-0002, *Engineering*, to establish the updated user fees for Engineering effective August 1, 2017:

## 3-10-001-0002 Engineering

**Engineering Fees**

Soils Report Review	\$	59	
Public Improvement Plan Review	\$	513	
Inspections (Private Development)		8.00	%
Inspections (Right of Way Permit)	\$	547	
Traffic Impact Analysis Level 1	\$	1,128	
Traffic Impact Analysis Levels 2 & 3	\$	3,785	
Traffic Impact Analysis Levels 4 & 5	\$	10,280	
Materials Testing (Private & Capital)		3.00	%
Inspections (Capital Improvements)		7.00	%
Parking Lot Maintenance Permit	\$	186	
Chip Seal Fee	\$	4.50	Unit
Stormwater-1st – Construction & Grading – Drainage Report	\$	266	
Stormwater-1st – Construction & Grading – Engineering Review, per Sheet	\$	166	

The Flagstaff City Code, Title 3, *Business Regulations*, Chapter 3-08, *User Fees*, is hereby amended repealing Section 3-10-001-0003, *Fire Department*, and adopting a new Section 3-10-001-0003, *Fire Department*, to establish updated user fees for the Fire Department effective August 1, 2017 as follows:

## 3-10-001-0003 Fire Department

**Fire Fees****Special Events**

Carnivals and Fairs	\$	114	
Exhibits and Trade Shows	\$	114	
Open Burning (Fire Pit - see Code for items in this category)	\$	139	
Open Flames and Candles – Annual	\$	139	
Pyrotechnic Special Effects Material (See Code for specifics)	\$	171	
Special Event Inspection	\$	114	
Special Event Review Plan Review	\$	46	
Temporary Membrane Structures-Tents ≥ 400 sq. ft	\$	90	
Temporary Membrane Structures-Tents ≥ 700 sq. ft /Multiple Tents	\$	155	
Special Event (Non Profit ) Community Organization	\$	50%	of Estab Fee

**Operational Permits**

Blasting	\$	43	
Combustible Dust and Fiber Producing Operations	\$	95	
Dry Cleaning Plants	\$	84	
Firework Sales –Temporary	\$	464	



Fuel Dispensing-Operations Inspection	\$	121
Haz Materials Permits (Annual)	\$	74
Hood Inspection-Operations Inspection	\$	19
Hot Work	\$	75
Hotel Inspections	\$	124
Liquid or Gas Fueled Vehicle/Equip in Assembly Bldg.	\$	84
Places of Assembly - Bars and Restaurants	\$	114
Garages/Motor Fuel Dispensing Facilities	\$	189
Spray Room/Area or Dipping Ops	\$	149
State License (Educational)	\$	34
State License (Institutional) 16 < Patients	\$	100
State License (Institutional)	\$	182
State License/Other	\$	34
Storage - High Piled	\$	46
Storage - Misc Combustible	\$	46
Storage - Scrap Tires/Tire Byproducts	\$	51

#### **New Construction - Plan Review**

Alt Extinguishing Sys Plan Review-Specialized Sys 1-5,000 sq ft	\$	85
Alt Extinguishing Sys Plan Review - Additional 5,000 sq ft or fraction thereof	\$	57
Auto Hood Sys Plan Review	\$	43
Fire Alarm Sys Plan Review 1-10,000 sq ft	\$	100
Fire Alarm Sys Plan Review 10,001-50,000 sq ft	\$	130
Fire Alarm Sys Plan Review - Each additional 50,000 sq ft or fraction thereof	\$	85
Fire Sprinkler Sys (TI) Plan Review 21-50 Heads	\$	43
Fire Sprinkler Sys (TI) Plan Review 51-100 Heads	\$	57
Fire Sprinkler Sys (TI) Plan Review 101-500 Heads	\$	85
Fire Sprinkler Sys Comm. Plan Review - 1-10,000 sq ft	\$	100
Fire Sprinkler Sys Comm. Plan Review - 10,001-50,000 sq ft	\$	130
Fire Sprinkler Sys Comm. Plan Review - Each additional 50,000 sq ft or fraction thereof	\$	90
Fire Sprinkler Sys Comm. Plan Review - Each like story above or below first	\$	28
Fire Sprinkler Sys Res Plan Review	\$	43
Plan Reviews – Additional	\$	77

#### **New Construction – Inspections**

Alt Extinguishing Sys New Install - Specialized Sys 1-5,000 sq ft	\$	188
Alt Extinguishing Sys New Install - Additional 5,000 sq ft or fraction thereof	\$	142
Auto Hood Sys New Install and Inspection - Single Sys	\$	90
Auto Hood Sys - Mods and Inspection to Existing Hood Sys	\$	90
Auto Hood Sys New Install and Inspection - Each Add'l System	\$	66
Fire Alarm Sys Mod./TI - Panel or Monitoring Mod.	\$	90
Fire Alarm Sys Mod./TI 1-5 Devices	\$	71
Fire Alarm Sys Mod./TI > 5 Devices	\$	100
Fire Alarm Sys New Install 1-2000 sq ft	\$	62
Fire Alarm Sys New Install 2,001-10,000 sq ft	\$	76
Fire Alarm Sys New Install 10,001-50,000 sq ft	\$	100

Fire Alarm Sys New Install - Each additional 50,000 sq ft or fraction thereof	\$	100
Fire Pumps or Sys-New Install/Mod - Mod. to existing fire pump	\$	242
Fire Pumps or Sys-New Install/Mod - Single Pump	\$	500
Fire Pumps or Sys-New Install/Mod - Additional Pumps	\$	242
Fire Sprinkler Sys (TI) Install 1-20 Heads Inspection	\$	57
Fire Sprinkler Sys (TI) Install 21-100 Heads Inspection	\$	85
Fire Sprinkler Sys (TI) Install 101-500 Heads Inspection	\$	114
Fire Sprinkler Sys Comm. Install 5,000-10,000 sq ft Inspection	\$	162
Fire Sprinkler Sys Comm. Install 10,001-50,000 sq ft Inspection	\$	209
Fire Sprinkler Sys Comm. Install - Each additional 50,000 sq ft or fraction thereof Inspection	\$	162
Fire Sprinkler Sys Res Install - Rough In/Insulation Inspection	\$	71
Fire Sprinkler Sys Res Install - Final Inspection	\$	71
Fire Sprinkler Sys Res Install - Final (Over to 5,000 sq ft) Inspection	\$	81
Standpipes-New Install/T.I. - Mod. to existing standpipe Inspection	\$	255
Standpipes-New Install/T.I.- Initial Install 1-4 Standpipes 1 Inspection	\$	171
Standpipes-New Install/T.I. - Additional Standpipes	\$	279
Underground Fire Line - Test/flush, per 100 ft Inspection	\$	116

**Staff -Labor Costs**

Fire Watch - Per Person Per Hour	\$	52
Inspection – Repeat	\$	186
Inspections - Additional Inspection (Hourly Rate)	\$	71
Inspections - Repeat Inspection (Non- compliance)	\$	71
Standby Personnel (per person/hour)	\$	52

**Wildfire Management**

Fuel Management Operation	\$	400
Fuel Management Plan Review	\$	50
Environmental Clearance Letter	\$	50

The Flagstaff City Code, Title 3, *Business Regulations*, Chapter 3-08, *User Fees*, Sections 3-10-001-0009 and 3-10-001-0010 are hereby amended by adopting procedural changes as set forth below (redlines reflect additions and deletions):

**3-10-001-0009 Annual Adjustments; ADOPTION; VERIFICATION.**

THE CITY COUNCIL MAY INCREASE OR ESTABLISH NEW USER FEES AFTER PUBLICATION OF NOTICE OF THE PROPOSED NEW OR INCREASED FEES PURSUANT TO A.R.S. § 9-499.15. ADDITIONAL NOTICE AND PUBLIC HEARING REQUIREMENTS MAY APPLY TO CERTAIN KINDS OF FEES, INCLUDING BUT NOT LIMITED TO UTILITY FEES, AND DEVELOPMENT IMPACT FEES, AND THE CITY ATTORNEY SHALL BE CONSULTED TO CONFIRM APPLICABLE REQUIREMENTS PRIOR TO ADOPTION. THE FEES SHALL BE ADOPTED BY ORDINANCE (WHICH SHALL THEN BE SET FORTH IN THE CITY CODE) OR BY RESOLUTION (WHICH SHALL THEN BE POSTED ON THE CITY WEBSITE AND SHALL BE AVAILABLE UPON REQUEST FROM THE CITY CLERK). IT SHALL BE THE



RESPONSIBILITY OF USER TO VERIFY THE CURRENT FEES. IN THE EVENT CITY STAFF CHARGES THE INCORRECT FEE(S) IN ERROR, UPON DISCOVERY THE CITY WILL PROMPTLY ISSUE AN INVOICE WITH THE CORRECTION AND USER SHALL PAY ANY BALANCE DUE WITHIN THIRTY (30) DAYS OR SUCH LONGER PERIOD OF TIME APPROVED BY THE CITY FINANCE DIRECTOR.

The Flagstaff City Code, Title 4, *Building Regulations*, Chapter 4-03, *International Building Code*, Section 4-01-001-0005, *Amendments, Additions, and Deletions*, are hereby amended in part by adopting changes as set forth below (redlines reflect changes to amendments to the standard codes set forth in the City Code; IRC refers to International Residential Code, IBC refers to International Building Code):

Amend Sections R109.5 IRC and 109.5 IBC, Related Fees, by adding:

The CITY COUNCIL WILL ADOPT A RESOLUTION ESTABLISHING fee scheduleS FOR APPLICABLE BUILDING AND PERMITTING FEES, AFTER PUBLICATION OF NOTICE OF ANY PROPOSED NEW OR INCREASED FEE PURSUANT TO A.R.S. § 9-499.15.

#### SECTION 2. Penalties.

Any person convicted of a violation of this ordinance is guilty of a misdemeanor and shall be fined a sum not to exceed two thousand five hundred dollars (\$2,500.00) and may be sentenced to confinement in jail for a period not to exceed ninety (90) days for any one offense, all in accordance with the Flagstaff City Code Chapter 1-04. Any violation which is continuing in nature shall constitute a separate offense on each successive date the violation continues, unless otherwise provided.

#### SECTION 3. Repeal of Conflicting Ordinances.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance or any part of the code adopted herein by reference are hereby repealed.

#### SECTION 4. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

#### SECTION 5. Effective Date.

This ordinance shall become effective August 1, 2017.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 20th day of June, 2017.

  
MAYOR

ATTEST:

  
CITY CLERK

APPROVED AS TO FORM:

  
CITY ATTORNEY