

ORDINANCE NO. 447

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, REPEALING ORDINANCE NUMBER 438; ESTABLISHING FEES AND CHARGES FOR BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, IRRIGATION, AND OTHER PERMITS; ESTABLISHING TECHNOLOGY FEES; ESTABLISHING FEES AND CHARGES FOR THE PLATTING OF SUBDIVISIONS; ESTABLISHING OTHER ADMINISTRATIVE FEES AND CHARGES; AMENDING CONFLICTING ORDINANCES; PROVIDING FOR PENALTIES; AND PROVIDING FOR SEVERABILITY, OPEN MEETINGS AND EFFECTIVE DATE CLAUSES.

WHEREAS, the City of Manor (the "City") is experiencing significant growth and development and such growth is expected to continue; and,

WHEREAS, many of the City's fees and charges are not adequate to cover the City's actual cost of providing the reviews, inspections, and services required to be provided by the City; and,

WHEREAS, the City's growth has presented increasingly more complex and time consuming planning, engineering, and legal issues that have required increased expenditures for professional consulting, including, but not limited to, planning, engineering, and legal fees and expenses; and,

WHEREAS, it is the general policy of the City that, to the greatest extent possible, all new development should pay for itself and not pose an undue financial burden on the City or its residents; and,

WHEREAS, many of the increased expenditures are related to or associated with particular projects involving prospective industrial, business, commercial, mixed use, multi-family and/ or residential uses; and,

WHEREAS, the City Council finds that it is in the best interest of the City and its residents for each such project to bear the cost of expenditures for professional consulting related thereto, including, but not limited to, planning, engineering, and legal fees and expenses; and,

WHEREAS, the City's fee schedules are located in many different ordinances; and,

WHEREAS, the City is desirous of being able to modify fees as necessary without modifying the individual Ordinance they are specified in; and,

WHEREAS, the City's fee schedules need to be updated to establish fees for certain types of services not previously established.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT;

Section 1. Basic Building Permit, Inspection and Technology Fee Charges. The following fees and charges are established and shall be in addition to any fees otherwise pursuant to this schedule.

Permit	Permit Fee	Insp Rate	Tech Fee
Building contractor registration (excluding plumbing contractors)	\$50.00		
Residential Building			
New Build Permit Fee (1 & 2 Fam) <i>note: Trade permits, inspections and Certificate of Occupancy is included in rates above.</i>	\$.60 per sq ft.	\$60 ea (8)	\$30.00
Additions	\$.60 per sq ft. of addition	\$60.00 ea	\$20.00
Remodel/Repair - Estimated Value		\$60.00 ea	\$20.00
\$0-\$3,000	\$50.00	\$60.00 ea	\$20.00
\$3,001-\$5,000	\$60.00	\$60.00 ea	\$20.00
\$5,000-\$10,000	\$85.00	\$60.00 ea	\$20.00
\$10,001-\$15,000	\$95.00	\$60.00 ea	\$20.00
\$15,001-\$20,000	\$115.00	\$60.00 ea	\$20.00
\$20,001-\$25,000	\$140.00	\$60.00 ea	\$20.00
Above \$25,000	\$140.00 + .007 x cost over \$25,000	\$60.00 ea	\$20.00
Driveway	\$25.00	\$60.00 ea	\$10.00
Plumbing	\$35.00	\$60.00 ea	\$10.00
Electrical	\$35.00	\$60.00 ea	\$10.00
Mechanical	\$35.00	\$60.00 ea	\$10.00
Demolition	\$25.00	\$60.00 ea	\$10.00
Foundation - Leveling/Repair	\$25.00	\$60.00 ea	\$10.00
Certificate of Occupancy	\$50.00	\$60.00 ea	\$10.00
Re - inspection Fees for Residential			
1st		\$75.00 each	
2nd & more		\$100.00 each	
Multi-Family			
New Building (includes trade permits) (MEP Trade permits are the same as Single Family)	\$.60 per sq ft.	\$35.00 ea (8 per unit)	\$50.00
Demolition	\$50.00	\$60.00 ea	\$10.00
Certificates of Occupancy	\$50.00 ea	\$60.00 ea	\$10.00

Permit	Permit Fee	Insp Rate	Tech Fee
Residential Building, Trade Permits & Technology Fees Continued			
Manufactured Homes			
Individual Unit Trade Permits (same as Residential, only outdoor inspections)	\$250 + trade permits	\$60.00 ea	\$25.00
Foundation	\$35.00	\$60.00 ea	\$10.00
Commercial Building, Trade Permits & Technology Fees			
Commercial Building Permit	\$.70 per sq. ft including trade permits	\$80.00 ea	\$50.00
Plan Review with Outside Agency	TBD	n/a	
New Build - Shell/Spec	\$.35 per sq ft including trade permits	\$80.00 ea	\$50.00
Electrical	\$80.00	\$80.00 ea	\$10.00
Plumbing	\$80.00	\$80.00 ea	\$10.00
Mechanical	\$80.00	\$80.00 ea	\$10.00
Grease Trap	\$80.00	\$80.00 ea	\$10.00
Vent Hood Type 1	\$200.00 (includes M & E permits)	\$80.00 ea	\$10.00
Vent Hood Type II	\$160.00 (includes M & E permits)	\$80.00 ea	\$10.00
Driveway/Parking	\$.05 per sq ft	\$80.00 ea	\$10.00
Certificate of Occupancy	\$80.00	\$80.00ea	\$10.00
Re - inspection Fees for Commercial			
1st		\$100.00 each	
2nd & more		\$125.00 each	

Permit	Permit Fee	Insp Rate	Tech Fee
Remodel/Repair			
\$0-\$3,000	\$50.00	\$80.00 ea	\$50.00
\$3,001-\$5,000	\$60.00	\$80.00 ea	\$50.00
\$5,000-\$10,000	\$85.00	\$80.00 ea	\$50.00
\$10,001-\$15,000	\$95.00	\$80.00 ea	\$50.00
\$15,001-\$20,000	\$115.00	\$80.00 ea	\$50.00
\$20,001-\$25,000	\$140.00	\$80.00 ea	\$50.00
Above \$25,000	\$140.00 + .007 x cost over \$25,000	\$80.00 ea	\$50.00
Foundation Repair	\$35.00	\$80.00 ea	\$10.00
Tenant Finish Out (TFO)	\$.35 per sq ft including trade permits	\$80.00 ea	\$50.00
Demolition	\$100.00	\$80.00 ea	\$10.00
Certificates of Occupancy	\$80.00 ea	\$80.00 ea	\$10.00
Re issue or copy	\$50.00 ea	n/a	\$10.00
Accessory Structures			
Equal to or larger than 64 sq ft	\$35.00	\$60.00 ea	\$10.00
Carports	\$35.00	\$60.00 ea	\$10.00
Detached Garage	\$35.00	\$60.00 ea	\$10.00
Deck & Patio Covers	\$35.00	\$60.00 ea	\$10.00
Deck	\$35.00	\$60.00 ea	\$10.00
Patio	\$35.00	\$60.00 ea	\$10.00
Swimming Pools			
Residential (in or above ground)	\$80.00 + trade permits	\$60.00 ea	\$10.00
Commercial (in or above ground)	\$150.00 + trade permits	\$80.00 ea +	\$10.00
Hot Tub / Spa Commercial	\$120.00 + trade permits	\$80.00 ea +	\$10.00
Hot Tub / Spa Residential	\$80.00 + trade permits	\$60.00 ea	\$10.00

Permit	Permit Fee	Insp Rate	Tech Fee
Sign Permits			
Permanent			
Wall or Pole Signs			
Up to 40 sq ft	\$50.00 + trade permit	\$80.00 ea	\$10.00
41 sq ft to 60 sq ft	\$75.00 + trade permit	\$80.00 ea	\$10.00
61 sq ft or larger	\$100.00 + trade permit + \$1.00 per sq ft over 61 sq. ft	\$80.00 ea	\$10.00
Monument Sign	Above rates + trade permit	\$80.00 ea	\$10.00
Billboards	Above rates (max of 672 sq ft per face) + trade permit	\$80.00 ea	\$50.00
Temporary			
Up to 16 sq ft only	\$25.00		\$10.00
Uniform Sign Plan	\$200.00		\$25.00
Uniform Sign Plan Amendment	\$200.00		\$25.00
Miscellaneous Permits			
Moving a Structure (non-licensed mover)	\$85.00 + PD Escort Fees	\$80.00 ea	\$10.00
Fence	\$35.00		\$10.00
Irrigation			
Residential	\$35.00	\$60.00 ea	\$10.00
Commercial & Multi Family	\$80.00	\$80.00 ea	\$10.00
Other Demolition Residential	\$35.00	\$60.00 ea	\$10.00
Other Demolition Commercial	\$35.00	\$80.00 ea	\$10.00
Other Agency Fees: The City of Manor does not assess nor collect fees for reviews of Building Construction Plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.			
Educational Permits			
New Building	\$.80 per sq ft	\$80.00 ea	\$50.00
Addition	\$.80 per sq ft	\$80.00 ea	\$50.00

* All impact fees are waived for schools and universities.

Permit	Permit Fee	Insp Rate	Tech Fee
Educational Permits Continued...			
Remodel/Repair (trades not included)			
\$0-\$3,000	\$50.00	\$80.00 ea	\$50.00
\$3,001-\$5,000	\$60.00	\$80.00 ea	\$50.00
\$5,000-\$10,000	\$85.00	\$80.00 ea	\$50.00
\$10,001-\$15,000	\$95.00	\$80.00 ea	\$50.00
\$15,001-\$20,000	\$115.00	\$80.00 ea	\$50.00
\$20,001-\$25,000	\$140.00	\$80.00 ea	\$50.00
Above \$25,000	\$140.00 + .007 x cost over \$25,000	\$80.00 ea	\$50.00
Educational Trades			
Electrical, Plumbing, Mechanical	\$80.00 ea	\$80.00 ea	\$10.00 ea

Section 2. Site Plans. The following fees and charges are established and shall be collected for the review of site plans for multi-family, commercial, institutional, and industrial types of development of land within the City;

Site Plan Fees

Site Plan Engineer Review	\$400.00 + \$15 per acre	\$50.00
Revision	\$250.00	\$25.00
TIA Review	\$800.00 + \$10 per page	\$50.00
CLOMR & LOMR Engineer Review	\$600.00	\$50.00

Other Agency Fees: The City of Manor does not assess nor collect fees for reviews of Building Construction Plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.

Professional Fees: In addition to the fees and charges, an Engineer Review Fee, set forth above in this section, the proposer, developer or subdivider of land, a subdivision, plat, or municipal utility district, shall reimburse and pay to the City the actual costs and expenses for professional services, including but not limited to consulting engineers, attorneys and land planners, incurred by the City with respect to such subdivision, plat, development, municipal utility district, or floodplain review.

Section 3. Subdivision Plats. The following fees and charges are established and shall be collected for the subdivision of land within the City or its extraterritorial jurisdiction.

Subdivision Fees

Concept Plan	\$500.00 + \$5 per lot	\$50.00
Engineer Review	\$500.00 + \$5 per lot	
Public Hearing Notice (Newspaper)	\$150.00	
Property Owner Notification	\$5 per property owner	
Hearing and Notification fees may be assessed twice for Planning Commission and City Council		
Revision	\$250.00	\$25.00

Permit	Permit Fee	Insp Rate	Tech
Preliminary Plan	\$500.00 + \$5 per lot		\$50.00
Engineer Review	\$750 + \$50 per lot		
Public Hearing Notice (Newspaper)	\$150.00		
Property Owner Notification	\$5 per property owner		
TIA Review	\$800 + \$10 per page		\$50.00
Revision	\$250.00		\$25.00
Construction Plan	3% Estimated Cost		\$50.00

Construction Plan Fee: A fee in the amount of three percent (3%) of the estimated cost for construction of all streets, water, wastewater, drainage and other infrastructure required to be constructed for the approval and final acceptance of any subdivision or section thereof shall be paid, together with all other applicable fees and charges, prior to any approved plat - plan being finally approved by the City and filed of record. The total estimated amount of such fee shall be paid as a deposit prior to the start of construction.

Final Plat	\$750.00 + \$20 per lot		\$50.00
Engineer Review	\$1000 + \$20 per lot		
Revision	\$250.00		\$25.00
Short Form Final Plat	\$400 + \$5 per lot		\$25.00
Engineer Review	\$300.00		
Revision	\$150.00		\$15.00
Public Hearing Notice (Newspaper)	\$150.00		
Property Owner Notification	\$5 per property owner		
Amended Plats	\$400 + \$20 per lot		\$25.00
Engineer Review	\$300.00		
Revision	\$150.00		\$15.00

Parkland Dedication

Fee in Lieu (City Council Approval) \$550 per dwelling unit

Combination 3 acres or more of parkland plus Fee in Lieu; *See Ordinance 263B Article III, Sec. 48(c)(1)*

Other Agency Fees: The City of Manor does not assess nor collect fees for reviews of Building Construction Plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.

Professional Fees: In addition to the fees and charges, an Engineer Review Fee, set forth above in this section, the proposer, developer or subdivider of land, a subdivision, plat, or municipal utility district, shall reimburse and pay to the City the actual costs and expenses for professional services, including but not limited to consulting engineers, attorneys and land planners, incurred by the City with respect to such subdivision, plat, development or municipal utility district.

Section 4. Zoning, Variance, Special & Conditional Use Permits. The following fees and charges are established and shall be collected with an application for consideration by a board, commission, or consultant prior to consideration and action by any authority having jurisdiction.

Zoning

Zoning Request	\$300 + \$30 per acre	\$15.00
Public Hearing Notice (Newspaper)	\$150.00	
Property Owner Notification	\$5 per property owner	
Verification	\$50.00	\$10.00

Special Services

GIS Mapping Pre-made Hardcopy

8.5"x11"	\$2.00	
11"x17"	\$5.00	
Larger formats	per engineer costs	

GIS Digital Data by Layer

\$10 first layer, \$5
each additional
layer

Development Agreement Consultation

Deposit	\$6,000.00	
Actual Costs	More or less billed costs for engineering and legal consultation	

Planned Unit Development

Amendment	\$600 + \$40 per acre	\$25.00
	½ Original Fee	\$15.00

Conditional Use Permit

Public Hearing Notice (Newspaper)	\$250.00	\$10.00
Property Owner Notification	\$150.00	
	\$5 per Property Owner	

Variance

Public Hearing Notice (Newspaper)	\$250 + \$30 per acre	\$10.00
Property Owner Notification	\$150.00	
	\$5 per Property Owner	

Special Use Request

Public Hearing Notice (Newspaper)	\$250 + \$30 per acre	\$10.00
Property Owner Notification	\$150.00	
	\$5 per Property Owner	

Comprehensive Plan Amendments

Appeal of Administrative Decision

Appeal of Planning & Zoning Decision

	\$350.00	\$15.00
	\$400.00	\$10.00
	\$400.00	\$10.00

Section 5. Vendors. The following fees and charges are established and shall be collected prior to the review and approval of an application to solicit, peddle, or operate a food establishment as a seasonal, semi- permanent or temporary food vendor.

Door to door solicitation

Bond	\$5000.00
Per day	\$5.00 per day up to 7 days
Per week	\$10.00
Per Month	\$25.00
Three Months	\$50.00
Six Months	\$75.00
Per year	\$100.00

Mobile Food Establishment

Per day	\$5.00 per day up to 7 days
Per week	\$10.00
Per Month	\$25.00
Three Months	\$50.00
Six Months	\$75.00
Per year	\$100.00

Special Event (Use of rights-of-way or other city resources not covered under Park Use Fees) First day or portion thereof \$50.00
 Each additional day \$25.00

Section 6. Game Room and Amusement Redemption Machine Fees. The following fees and charges are established and shall be collected prior to the review and approval of an application to operate a game room establishment.

Application	\$200
License	\$100 per amusement redemption machine
Renewal (No application fee necessary if license has not expired)	\$100 per amusement redemption machine

Section 7. Special Services. The following fees and charges are established and shall be collected for special services provided by Law Enforcement Staff.

Incident Report Copy	\$5.00
Crash Report Copy	\$6.00
Finger Printing Fees	
First two finger print cards	\$10.00 per card (come in two card packages)
Each additional card	\$5.00
Alarm Permit Fees	
Residential Systems	\$50.00
Commercial Systems	\$50.00
Multi-family Systems	\$50.00 per unit
Common Areas	\$50.00 each building
Government Agencies	No fee
Schools and Similar Occupancies	\$50.00

Renewal Fee	\$10.00
Late Fee	\$5.00
False Alarm Fees	
Up to 3 per year	No fee
4th and 5th per year	\$50.00
5th, & 7th per year	\$75.00
8th and more per year	\$100.00
Police Car Fee	\$15.00 per hour (no minimum)
Police Officer Fee	\$45.00 to \$55.00 depending on contract (4 Hour Minimum)
Traffic Control Device Fee	\$100.00 (Maximum of trailer limit)

Section 8. Administrative and/or Miscellaneous Fees. The following fees and charges are established and shall be collected for Park Rental, Animal Registration, Film Projects, and administrative fees for copying and/or producing records upon request.

Film projects using City property

<u>Activity</u>	<u>Per Day Fee</u>
Total disruptive use (regular operating hours) of a public building, park, right of way or other public area;	\$500.00
Partial non disruptive use of a public building, right of way or other public area;	\$250.00
Total closure of obstruction of a public street or right of way, including parking lots and on-street parking (for filming purposes);	\$50.00 per block
Partial closure or obstruction of a public street, right of way, including parking lots and on-street parking (for filming purposes); and	\$25.00 per block
Use of city parking lots, parking areas, and city streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles)	\$50.00 per block

Administrative Fees - All departments

B/W Copies – standard letter size	\$0.15 per page of printed material
B/W Copies – legal or larger	\$0.50 per page of printed material
Color Copies – standard letter size	\$0.25 per page of printed material
Color Copies -legal or larger	\$0.50 per page of printed material
Specialty Paper (Mylar, Blueprint etc.)	Actual cost
Notary fee	\$6.00
Every other signature	\$1.00
CD copies	\$25.00
Other electronic media	Actual cost
PDF of Ordinance/Utility Bill	No charge
Labor and overhead charge	\$15.00 per hour >50 copies, or locate, compile, and reproduce requested information when records located in remote facility
Postal Expenses	Actual cost to transmit information paid prior to release
Returned Check Fee	\$35.00
Administrative fee	\$20.00
Animal registration	\$10.00
Animal Microchipping	\$10.00
Credit card payments	\$2.00
City Park Rental Permit Fees	
Up to 4 hours	\$50.00
Maintenance Deposit	\$25.00
4 – 8 hours	\$75.00
Maintenance Deposit	\$50.00
Per Day	\$100.00
Maintenance Deposit	\$100.00 refunded minus city staff costs if required
City Staff Maintenance	\$20.00 per hour
City Vehicle Use	\$15.00 per hour
Debris Removal	\$20.00
Barricades set up & take down	\$75.00

Section 9. Utility Service charges and fees. The following fees and charges are established and shall be collected for providing utility services, repairs, new construction, impact fees, maintenance, debris pick up and associated administrative services.

Water	Established under separate Ordinance
Wastewater	Established under separate Ordinance
Debris Solid Waste	Per current contract with Solid Waste Service Provider renewed annually. Approved by City Council.
Meter testing	\$50.00
Meter re-read	\$5.00 (No charge if there is an error)
Damage of City Property	\$100.00 + actual costs
Water Taps	
Residential	\$750.00
Commercial	\$750.00 + actual costs
Wastewater Taps	
Residential	\$750.00
Commercial	\$750.00 + actual cost

Water and Wastewater Impact Fees

For all lots or development, the Community Impact Fee for each Living Unit Equivalent shall be in accordance with amounts imposed in previous Ordinances for the applicable time period as shown in the following chart.

Platted Dates	Water Impact Fee	Wastewater Impact Fee
May 18, 2016 to present	\$2,121.00	\$2,323.50
June 6, 2012 to May 18, 2016	\$1,800.00	\$1,800.00
November 19, 2008 - June 6, 2012	\$2,500.00	\$2,100.00
May 16, 2007 - November 19, 2008	\$2,200.00	\$2,100.00
July 28, 2004 – May 16, 2007	\$1,700.00	\$1,800.00
September 27, 2000 – July 28, 2004	\$1,575.00	\$1,925.00
November 16, 1994 – September 27, 2000	\$1,440.00	\$1,630.00
May 18, 1989 - November 16, 1994	\$1,335.00	\$2,375.00
October 9, 1985 – May 18, 1989	\$500.00	\$850.00

Security Deposits

Residential Combined Water, Wastewater, Trash	\$150.00
Residential Water Service Only	\$75.00
Residential Wastewater Service Only	\$50.00
Residential Trash Service Only	\$30.00
Deposit Transfer	\$25.00
Commercial Combined Water, Wastewater, Trash	\$500.00

Utility Connection and Disconnection

Water Connection	\$35.00
Water One Day Connection	\$35.00
Water Guaranteed Same Day Connection	\$50.00
Disconnection	\$50.00

Section 10. Repeal of Conflicting Ordinances. All ordinances or parts of ordinances, and sections of the City Code of Ordinances, in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 11. Penalties. Any person who commences work requiring a permit before obtaining the necessary permits shall be in violation of this ordinance and subject to a penalty fee equal to the rate of the permit

Section 12. Severability. If any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications hereof which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

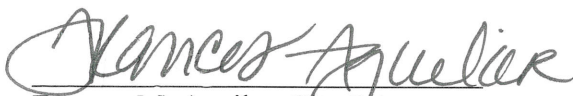
Section 13. Effective Date. This Ordinance shall take effect immediately from and after its passage and publication in the manner set forth with the provisions of the Tex. Loc. Gov't Code.

Section 14. Open Meetings Act. That it is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chap. 551, Tex. Gov't Code.

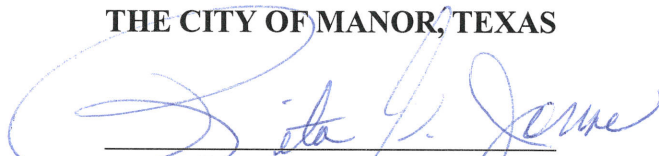
PASSED AND APPROVED on this 21st day of September, 2016.

ATTEST:

THE CITY OF MANOR, TEXAS



Frances M. Aguilar, City Secretary



Rita G. Jonse, Mayor