

**ORDINANCE NO. O-2023-021**

**AN ORDINANCE AMENDING APPENDIX A – CITY OF SHAVANO PARK FEE SCHEDULE TO RE-AUTHORIZE BUILDING PERMIT FEES; ESTABLISH A \$5 TECHNOLOGY FEE ON CONTRACTOR REGISTRATIONS; CLARIFYING FOOD SAFETY INSPECTION FEES, EMS FEES AND COMMUNITY HOMES FOR DISABLED PERSONS LICENSE FEES; TO ESTABLISH A PENALTY CALCULATION FOR DAMAGE TO SHAVANO PARK WATER SYSTEM INFRASTRUCTURE IN THE RIGHT-OF-WAY; REMOVING FINGERPRINTING SERVICE FEES; AMENDING THE WATER SERVICE DEBT FEE; ESTABLISHING NEW WATER SYSTEM FEES; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, the Sec. 214.908 of the Local Government Code requires municipalities to hold a public hearing and approve an ordinance re-authorizing building permit fees every 10 years; and

**WHEREAS**, the City Council desires to make amendments to the Code of Ordinances to ensure all fees established by Ordinance can be found in the City of Shavano Park Fee Schedule; and

**WHEREAS**, the City Council desires to adopt a penalty calculation for damaging Shavano Park Water System infrastructure within the right-of-way; and

**WHEREAS**, the City Council desires to amend the Water Debt Service Fee to \$25.76 to match the current debt service of the water fund in accordance with a recommendation from the 2023 Town Plan; and

**WHEREAS**, the City Council desires to adopt new water system fees to appropriately offset costs to water system for providing services; and

**WHEREAS**, the City Council of the City of Shavano Park desires its fees to be fair and equitable to offset City costs associated with providing services; and

**WHEREAS**, the City Council of the City of Shavano Park desires its fee schedule to accurately represent the cost of services provided by the City; and

**WHEREAS**, the City Council finds that the fees established herein are reasonably necessary to provide the services and administer the programs provided by the City.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS:**

## **CODE AMENDMENT**

Chapter 8, Article III. – FOOD AND FOOD ESTABLISHMENTS, Sec. 8-50 of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

### **Sec. 8-50. Fees.**

- (a) The annual permit fee and reinstatement after revocation fee to cover the City of Shavano Park's cost incurred in conjunction with the inspection of food establishments located within the City shall be paid prior to issuance of such permit. City shall assess and collect fees as specified in Appendix A – Fee Schedule of the City of Shavano Park Code of Ordinances.
- (b) If at any time during the period of validity of any such permit additional persons are employed by an establishment, it shall be the duty of the person in charge to immediately notify the City of Shavano Park and if such an increase in personnel brings the establishment into a higher permit fee bracket, they shall pay the City the additional sum required. This charge and the charge for new establishments that start during the year will be prorated based on a 12-month calendar and divided based on the months remaining during the year.
- (c) Any mobile food units registered, inspected, and permitted by the City of San Antonio Health Department, Bexar County Environmental Services Department shall not be subject to any fees in this subsection.

## **II**

## **CODE AMENDMENT**

Chapter 22, Article III. – EMERGENCY SERVICES, Sec. 22-62 of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

### **Sec. 22-62. Fees for service.**

- (a) Any person who utilizes the ambulance service of the City, whether such person requested the same or not, shall pay for such services the amounts specified by the City Council in Appendix A – Fee Schedule of the City of Shavano Park Code of Ordinances.
- (b) The fees and charges set forth and/or established herein shall be established by the City Council.

## **III**

## **CODE AMENDMENT**

Appendix A – City of Shavano Park Fee Schedule of the City of Shavano Park Code of Ordinances is hereby amended read as follows:

<b>ADMINISTRATION</b>	
<b>RECORDS MANAGEMENT FEES</b>	<b>AMOUNT</b>
Standard paper copy, per page (front and back is 2 pages)	\$0.10
Nonstandard-size copy:	
Portable USB Flash drive	Actual
Oversize paper copy (11" × 17")	\$0.50
Specialty paper (Mylar, blueprint, blue line, map, photographic)	Actual
<b>Labor Charge</b>	
For locating, compiling, and reproducing, per hour (if documents are NOT located in the on-site facility)	\$15.00
Overhead charge—% of labor charge	20%
Remote document retrieval charge—actual cost	Actual
Miscellaneous supplies—actual cost	Actual
Postage and shipping charge—actual cost	Actual
Photographs—actual cost	Actual
Maps—actual cost	Actual
Credit and debit card transaction fee, excluding any third-party payment processors which collect fees	2.5% per transaction
<b>No Sales Tax</b> shall be applied to copies of public information.	

<b>PLANNING AND ZONING</b>	
Rezoning Base Fee	\$750.00
City Engineer Review Fee Rezoning Review Fee—City Engineer	Same as plat fee for either Commercial/Residential
<b>Subdivision and Platting Filing Fees</b>	
<b>Residential Subdivision Platting Fees:</b>	
Base Fee	\$750.00
Single family development (per lot)	\$50.00
Non-single family development (per lot)	\$400.00
Development fee for Unit 17/18/19 (per developable lot)	\$2,000.00
City Engineer Review Fee	

Preliminary Residential Plat	\$300.00
Final Residential Plat	\$300.00 + \$20.00, per lot
<b>Commercial Platting Fees:</b>	
Base fee	\$750.00
Developable lot (per acre)	\$400.00
Development fee for Unit 17/18/19 (per developable lot)	\$2,000.00
Greenbelts and drainage (per acre)	\$400.00
City Engineer Review Fee	
Commercial Preliminary Plat	\$300.00
Commercial Final Plat	\$300.00 + \$220.00 per acre
<b>Replat</b>	\$350.00
<b>Vacating Declaration Fee</b>	\$100.00
<b>Plat Amendment Fee</b>	\$100.00
<b>Plat Variance Fee</b>	\$100.00
<b>Plat Deferral Fee</b>	\$250.00
<b>Time Extension Fee</b>	\$150.00
<b>Notification List Fee</b>	\$200.00
<b>Planning and Zoning Commission—Special Meeting Fee</b>	\$350.00
<b>Plat Review Fee:</b>	
Internal	\$500.00
City engineer review fee—actual cost	Actual
Legal review fee (if necessary)—actual cost	Actual
<b>Street Name Change Application Fee</b>	\$250.00
<b>Board of Adjustments Fees</b>	
Application For Variance	\$800
Application For Special Exception	\$800
Application For General Appeal	\$800
<b>Construction Board of Appeals</b>	
Application for Appeal fee	\$800

<b>Right-of-Way (R.O.W.) Permit Fees and Penalties</b>	
Permit Application Fee	\$250.00
Re-inspection Fee	\$50.00
Pavement Degradation Recovery Penalty Fee	\$50.00 per square yard of R.O.W.
Unpermitted Work Penalty Fee	\$500.00
Non-Compliance with TMUTCD	\$1,000.00
Failure to relocate facilities in allowed time	\$100.00 per day
Damage to Shavano Park Water Utility Infrastructure	See Sec. 34-241(e) for calculation
<b>Miscellaneous Permits</b>	
Demolition Permit	\$0.00
Garage Sale Permit—per permit	\$10.00
Estate Sale Permit—per permit	\$50.00
Solicitation Permit—per applicant	\$100.00
Permit expires in three months	
Permit expires in three months	
License Fee—Community Homes for Disabled Persons	
License Fee—renewed annually	\$100.00
City Pavilion Private Event Reservations - Security Deposit*	
Residents	\$300.00
Non-Residents	\$500.00
*Security deposits shall be refundable per City Policy #20 - Usage of City Pavilion and Grounds	
City Pavilion Private Event Reservations - Reservation Fee	
Residents	\$150.00 for a 2 hour event + \$20.00 for each additional hour
Non-Residents	\$300.00 for a 2 hour event + \$40.00 for each additional hour
Reserved Chair	\$1.00 per reserved chair
Reserved Table	\$5.00 per reserved table
Reserve PA System	\$60.00

<b>DOG REGISTRATION FEES</b>	<b>AMOUNT</b>
Dangerous Dog registration fee	\$200.00
Aggressive Dog registration fee	\$100.00

Public Nuisance Dog registration fee	\$50.00
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<b><u>DEVELOPMENT SERVICES FEES</u></b>	<b>AMOUNT</b>
<b>TECHNOLOGY FEE:</b>	
Technology Fee	\$5.00
Applies to every permit* or registration conducted web-based and digitally	
* no technology fee shall be charged to Oak Wilt Prevention - Tree Trimming Fees	
<b>DOUBLE PERMIT FEE FOR UNPERMITTED WORK PERFORMED:</b>	
Any work requiring a permit and performed without a permit will be subject to a double permit fee.	
<b>OAK WILT PREVENTION - TREE TRIMMING FEES:</b>	
Tree permit (residential)	\$35.00
Tree permit (contractor)	\$35.00
<b>PLAN REVIEW FEES:</b>	
Commercial plan review	40% of the permit cost
Residential New Build plan review	15% of the permit cost
Residential plan review (all other residential permits)	\$150.00

<b>CONTRACTOR REGISTRATION FEE:</b>	
Annual Contractor Registration *no fee shall be charged to a contractor who has a valid license from the Texas Department of Licensing and Regulation	\$50.00
Double fee for work performed by unregistered contractor	
<b>Inspection Fees:</b>	
Inspection fee for Business Certificate of Occupancy	\$100.00
Inspection fee for Shell Building C of O	\$300.00
Re-inspection fee - applies to all inspection types	\$50.00

<b>COMMERCIAL BUILDING PERMIT FEES</b>	
<i>Total Valuation</i>	<i>Fee is for each individual building, electrical, HVAC, and plumbing permit</i>
Less than \$2,000.00	Flat fee of \$50.00
\$2,001.00—\$5,000.00	Flat fee of \$100.00
\$5,001.00—\$8,000.00	Flat fee of \$200.00
\$8,001.00—\$12,000.00	Flat fee of \$300.00
\$12,001.00—\$18,000.00	Flat fee of \$400.00
\$18,001.00—\$25,000.00	Flat fee of \$500.00
\$25,001.00—\$50,000.00	Flat fee of \$750.00
\$50,001.00—\$100,000.00	Flat fee of \$1,000.00
\$100,001.00—\$500,000.00	\$1,000.00 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof to and including \$500,000.00
\$500,001.00—\$1,000,000.00	\$3,250.00 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00
\$1,000,001.00—\$2,000,000.00	\$5,610.00 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof to and including \$2,000,000.00
\$2,000,001.00 and up	\$9,260.00 for the first \$2,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof

<b>RESIDENTIAL BUILDING PERMIT FEES</b>	
New Residence*	\$1.40/sq. ft.
Accessory Building*	\$1.40/sq. ft.
All additions*	\$1.40/sq. ft.
All improvements/remodels**	\$0.87/sq. ft.

Driveways	\$150.00
Patio/Deck	\$150.00
Fence	\$100.00
Masonry Wall	\$200.00
Roof (or re-roof)	\$150.00
Swimming Pool/Spas	\$600.00
Cabana	\$250.00
Sports Court	\$250.00
Portable Building	\$100.00
Minimum permit fee, any type	\$100.00
* Square footage calculation includes all area under a roof	
** Square footage calculation includes only areas affected by construction	

<b>ELECTRICAL PERMIT FEES (RESIDENTIAL)</b>	
New Residence	\$500.00
Improvements/remodels	\$150.00
Accessory Building	\$150.00
Swimming Pool/Spas	\$150.00
Electric Gate	\$100.00
Generators	\$100.00
T-Pole & Temporary cut-in	\$100.00
Minimum permit fee, any type	\$100.00

<b>HVAC &amp; MECHANICAL PERMIT FEES (RESIDENTIAL)</b>	
New Residence	\$400.00
Improvements/remodels	\$150.00
Accessory Building	\$150.00
Replacing A/C	\$100.00
Replacing Furnace Unit	\$100.00
All new systems	\$200.00
Minimum permit fee, any type	\$100.00

<b>PLUMBING &amp; GAS PERMIT FEES (RESIDENTIAL)</b>	
New Residence	\$500.00
Improvements/remodels	\$150.00
Accessory Building	\$150.00
Swimming Pool/Spas	\$150.00
Irrigation systems	\$100.00



Fire Sprinkler	\$200.00
Gas Line w/ GTO	\$200.00
Minimum permit fee, any type	\$100.00

<b>Commercial Sign Permit Fees:</b>	
Monument Sign Permit	\$200.00
Sign Permit (combined sign area if multiple signs)	
Up to 20 square feet in sign area	\$50.00
21 to 50 square feet in sign area	\$100.00
51 to 100 square feet in sign area	\$150.00
101 to 200 square feet in sign area	\$200.00
200 or more square feet in sign area	\$250.00

<b>Roofing Permit Fee</b>	
Roof (or Re-Roof) Permit (residential)	\$150.00

<b>Solar Permit Fee</b>	
Solar Permit (residential and commercial)	\$150.00

<b>Fence Permit Fee</b>	
Fence (residential)	\$100.00
if valuation less than \$5,000.00	\$50.00

<b>Driveway Permit Fee</b>	
Driveway Permit (residential)	\$150.00
if valuation less than \$5,000.00	\$50.00

<b>Patio/Deck Permit Fee</b>	
Patio/Deck Permit (residential)	\$150.00
if valuation less than \$5,000.00	\$50.00

<b>CERTIFICATE OF OCCUPANCY FEES</b>	<b>AMOUNT</b>
Certificate of Occupancy (Shell)	\$300.00
Certificate of Occupancy (Business)	\$100.00
<b>Re-applying for Certificate of Occupancy:</b>	
1. Change of ownership of business; or	\$100.00
2. Adding a partnership to a business; or	\$100.00
3. Change of business name; or	\$100.00

4. Change of address/location; or	\$100.00
5. Change in ownership of building.	\$300.00
<b>Inspection Fees:</b>	
Inspection fee for Business Certificate of Occupancy	N/A
Inspection fee for Shell Building C of O	N/A

<b>FOOD SAFETY INSPECTIONS</b>	
Cost based on Number of Employees:	Fee
1—3	\$100.00
4—6	\$200.00
7—10	\$300.00
11—20	\$400.00
21+	\$500.00
Temporary establishments, per event	\$50.00

<b><u>FIRE/EMS DEPARTMENT</u></b>	
<b>EMS FEES</b>	
ALS1 Response Resident	\$950.00
ALS1 Response Non-Resident	\$1,050.00
ALS2 Response Resident	\$950.00
ALS2 Response Non-Resident	\$1,050.00
ALS Disposables	\$400.00
BLS Response Resident	\$900.00
BLS Response Non-Resident	\$1,000.00
BLS Disposables	\$200.00
Oxygen	\$120.00
Mileage	\$18.00 per mile
Aid only Resident	\$150.00
Aid only Non-Resident	\$200.00
Response only Resident	\$100.00
Response only Non-Resident	\$150.00
After hours, Standby or Fire Watch Fee	\$50.00/hour w/2 hr. Minimum
<b>RESCUE/HAZMAT FEES</b>	
Response (LZ, Hazmat, Rescue)	\$575.00
Microbial/Microbial based foam, per gallon	\$50.00
Alcohol foam, per gallon	\$50.00

Absorbent (clay/other), per bag		\$50.00
SHAVANO PARK WATER SYSTEM FEES		<b>AMOUNT</b>
<b>Water Meter Deposit</b>		\$250
<b>Tapping Fee (new homes)</b>		
Short Service		\$1,800
Long Service		\$2,800
Any long service on good condition street will be required to bore.		100% actual cost of parts and labor
Long service is defined as a service line which cuts more than 25% of the street pavement.		
<b>Disconnect/Reconnect Fee</b>		\$25
<b>Nonpayment Turn Off/On Fee</b>		\$60
<b>Water Service Fee:</b>	<b>Meter Size</b>	<b>Monthly Charge</b>
	5/8"	\$5.10
	3/4"	\$7.34
	1"	\$13.06
	1½"	\$29.38
	2"	\$52.22
	2.5" Fire Hydrant Meter	\$50 Permit Fee \$5 Technology Fee \$1000 Deposit \$60 Monthly Meter Fee
	6"	\$470.02
<b>Debt Service Fee:</b>		\$25.76/month per account
<b>Water Consumption Charge:</b>	<b>Consumption Range In Gallons</b>	<b>Rate/Thousand Gallons</b>
Tier 1	0—5,000	\$3.07
Tier 2	5,001—30,000	\$3.40
Tier 3	30,001—50,000	\$3.83
Tier 4	50,001—70,000	\$4.58
Tier 5	70,001—100,000	\$6.29
Tier 6	Excess of 100,000	\$11.94
Edwards Aquifer Authority Water Management Fee:		\$0.50 per thousand gallons
<b>Meter Repairs:</b>		
Install a new meter lid		No fee
Install a new meter lid and box		No fee
Damaged Meter cellular end point		\$150
<b>Locates</b>		

Emergency Locates – Nights or weekend when its determined not to be an emergency	2-hour minimum charge	\$30 per hour per employee
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<b><u>ON-SITE SEWAGE FACILITY (OSSF) FEES</u></b>	
OSSF Permit Fee	\$100.00
OSSF Plan Review and any site visits (including inspections)	\$250.00
OSSF Complaint inspection	\$60.00
Any other environmental complaint inspection	\$60.00
Plumbing or electrical inspections related to OSSF	\$50.00
Texas Commission on Environmental Quality OSSF paperwork fee	\$10.00
<b><u>NETWORK PROVIDERS' ACCESS TO PUBLIC RIGHTS-OF-WAY FEES</u></b>	
<b><u>COLOCATION FEE FOR NETWORK NODES ON SERVICE POLES:</u></b>	
Annual fee for each service pole	\$20.00
<b><u>NETWORK NODES APPLICATION FEE:</u></b>	
For each application containing up to five (5) network nodes	\$500.00
For each additional network node beyond five (5)	\$250.00
<b><u>NETWORK NODE ANNUAL SITE RENTAL FEE:</u></b>	
For each Network Node not attached to City-owned pole: <i>Note: Adjusted on an annual basis, by an amount equal to one-half of the annual change, if any, in the Consumer Price Index</i>	\$250.00
For each Network Node attached to City-owned pole: <i>Note: Adjusted on an annual basis, by an amount equal to one-half of the annual change, if any, in the Consumer Price Index</i>	\$270.00
<b><u>NODE SUPPORT POLE APPLICATION FEE:</u></b>	
For each node support pole	\$1,000.00
<b><u>TRANSPORT FACILITY APPLICATION FEE:</u></b>	
For each application containing up to five (5) network nodes	\$500.00
For each additional network node beyond five (5)	\$250.00
<b><u>TRANSPORT FACILITY MONTHLY RENTAL FEE:</u></b>	
For each network node site <i>Note: Not to exceed the monthly aggregate per-note fee</i>	\$28.00

**IV  
CUMULATIVE CLAUSE**

That this ordinance shall be cumulative of all provisions of the City of Shavano Park, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

**V  
SEVERABILITY**

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

**VI  
PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government

**VII  
WATER DEBT SERVICE FEE EFFECTIVE DATE**

The Water Debt Service Fee of \$25.76 per month per account shall, after passage and publication as required by State Law, be effective April 1, 2024.

**VIII  
EFFECTIVE DATE**

This ordinance shall be effective upon passage and publication as required by State and Local law.

**PASSED AND APPROVED** on the first reading by the City Council of the City of Shavano Park this the 27th day of November, 2023.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the 26th day of February, 2024.

  
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**ROBERT WERNER, MAYOR**

Attest:

  
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**KRISTEN M. HETZEL, CITY SECRETARY**