

Introduced By:	City Manager
Date:	May 14, 2025
Public Hearing:	May 28, 2025
Action:	Enacted
Vote:	4 Yes, 0 No, 2 Absent

CITY OF SOLDOTNA
ORDINANCE 2025-011

AN ORDINANCE ESTABLISHING A CENTRALIZED FEE SCHEDULE FOR THE CITY OF
SOLDOTNA AND AMENDING THE SOLDOTNA MUNICIPAL CODE TO REFERENCE THE
FEE SCHEDULE

WHEREAS, various departments within the City of Soldotna assess a range of rates, charges, and fees for different activities, services, permits, and uses; and

WHEREAS, these charges have historically been approved through multiple methods, making them difficult for the public and city staff to locate and manage; and

WHEREAS, the administration has developed a comprehensive City of Soldotna Fee Schedule that consolidates all city-imposed charges into a single, accessible document; and

WHEREAS, referencing a unified fee schedule within the municipal code will improve transparency, accessibility, and administrative efficiency;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

Section 1. That Soldotna Municipal Code 1.10 – Fee Schedule is enacted as follows:

1.10.010 Establishment of City of Soldotna Fee Schedule.

The council establishes the City of Soldotna Fee Schedule. The schedule shall be available at the Clerk's office, on the City website and such other locations as determined by the manager for ease of access by the public.

1.10.020 Amendments to the Fee Schedule.

The council may amend, delete and include new rates, charges and fees in the Fee Schedule by adoption of a resolution except for fees or charges specifically codified in the city code or required by law to be adopted by ordinance.

1.10.030 Exemptions and Waivers.

- A. Local, state and federal government projects may be exempt from fees when the manager determines in writing that such exemption is in the best interest of the city based on findings of fact.
- B. Fees may be waived for permits to provide for the immediate response to emergency situations for life and safety issues when time is not adequate to process permits in accordance with other applicable permitting provisions in the code as determined by the manager. All waivers shall be documented to the extent feasible upon issuance of such permits.

Section 2. That Soldotna Municipal Code 2.36.070 is amended to read as follows:

2.36.070 Impound fee.

[A]The [ONE HUNDRED FIFTY DOLLAR]fee is established by the current City of Soldotna Fee Schedule for all vehicles impounded under this chapter. This fee shall apply to the owner of any vehicle that is tagged for impoundment, whether or not the owner recovers the vehicle before it has been impounded. If an owner of a vehicle recovers the vehicle after a tow truck has been called, then the owner is liable for the costs of the tow whether or not the tow takes place. In addition, any person owning a vehicle that is impounded under this chapter shall be liable to the city for the costs of towing, storage, notices and other costs of impoundment, whether or not the vehicle is redeemed.

Section 3. That Soldotna Municipal Code 6.04.020 is amended to read as follows:

6.04.020 Licensing of dogs.

...

- B. A yearly license fee shall be [SET BY RESOLUTION]established by the current City of Soldotna Fee Schedule for all dogs. Owners showing proof of having their dog neutered or spayed within 12 months of paying their fee will be refunded a proportional portion of the annual fee. Such proof may consist of, but shall not be limited to, a statement or receipt from a medical authority showing that the appropriate procedure has been performed.
- C. Licensing fees will be charged according to [A]the current City of Soldotna F[F]ee S[s]chedule [ASSOCIATED WITH THIS TITLE].

...

Section 4. That Soldotna Municipal Code 6.04.030 (B) is amended to read as follows:

6.04.030 Tag and collar.

- A. Upon complying with the provisions of Section 6.04.020, there shall be issued to the owner a tag stamped with the number and the year for which it is issued.
- B. In the event that a license tag issued for a dog is lost, the owner may obtain a replacement tag upon payment of a fee as established by the current City of Soldotna Fee Schedule[TO BE SET BY RESOLUTION].
- C. All dogs shall wear and display a license tag at all times except when confined upon the immediate premises of the owner's residence.

Section 5. That Soldotna Municipal Code 6.04.070(G) is hereby amended as follows:

6.04.070 Animals at large.

...

- G. Any cow, horse, mule, sheep, goat, swine or other animal commonly kept as livestock, are subject to impound when left unattended on any public place or right-of-way. Large animals are also subject to zoning regulations under Title 17 Zoning.
 - 1. Boarding charges in accordance with the fees [SCHEDULE ASSOCIATED WITH THIS CHAPTER] established by the current City of Soldotna Fee Schedule shall be due for each day or partial day a large animal is kept. In addition, an impound fee will be imposed for the first time a large animal is impounded. This fee shall escalate for each subsequent time the

animal or other animals of the household are impounded within a 12-month period. A citation may be issued for repeated impoundment of animals.

2. If unclaimed after 72 hours, the animal shall be placed for adoption or euthanized at the discretion of the animal control officer.

Section 6. That Soldotna Municipal Code 6.04.190 is amended to read as follows:

6.04.190 Commercial kennel licenses; requirements.

- A. A commercial kennel license is required for any person(s) wishing to operate a commercial kennel as defined by this chapter. Commercial kennel licenses and fees are shown in the current City of Soldotna F[F]ee S[s]chedule [ASSOCIATED WITH THIS TITLE]. See additional kennel requirements in Title 17, Zoning.

...

- D. If there is a change of ownership of a kennel on the same premises, the new owner may have the kennel license transferred to his name upon application and payment of a transfer fee as established by the current City of Soldotna Fee Schedule. Kennel licenses are assumed to be with the owner and the premises. Transferring of a kennel to a different location within the city shall require a new kennel license and shall meet the kennel requirements of this title and shall also meet requirements of Title 17. Kennels may be inspected by city staff at any time.

Section 7. That Soldotna Municipal Code 9.06.050 is hereby amended as follows:

9.06.050 False alarm charges.

- A. The owner of an alarm shall pay [A] charges [OF FIFTY DOLLARS]as established by the current City of Soldotna Fee Schedule, for the third, and each subsequent false alarm to which the police department responds at any one location during any one year period; [ONE HUNDRED DOLLARS FOR THE FOURTH FALSE ALARM; AND THREE HUNDRED DOLLARS FOR THE FIFTH AND EACH SUBSEQUENT EMERGENCY RESPONSE FALSE ALARM]. In the event any court deems these fees as a penalty or fine, any surcharge required to be imposed under AS 12.55.039 shall be added to the fee.

...

Section 8. That Soldotna Municipal Code 12.16.030 is hereby amended as follows:

12.16.030 Permit—Fees.

Each application for a permit shall be accompanied by [A TEN DOLLAR]the fee as established by the current City of Soldotna Fee Schedule. A permit shall be executed and [A TEN-DOLLAR FEE] the fee established by the Fee Schedule will be collected for each separate job, installation or contract.

Section 9. That Soldotna Municipal Code 12.28.055 is hereby amended as follows:

12.28.055 Solicitation/Peddling—Prohibited acts.

- A. No peddler shall ply their vocation within the City of Soldotna Centennial or Swiftwater Parks.

- B. Exceptions:

1. Tour guides may transport customers into campgrounds for the purposes of camping, viewing or fishing under the current City of Soldotna Fee Schedule [STRUCTURE] for such activity.

...

Section 10. That Soldotna Municipal Code 12.28.370 is hereby amended as follows:

12.28.370 Fees.

- A. Nondiscrimination. All fees [NOT ESTABLISHED IN THIS SECTION] for the use of city owned park facilities shall be included in the current City of Soldotna Fee Schedule, which is adopted by a resolution of the city council. Fees shall be uniformly applied regardless of whether the user is a resident or nonresident.
- B. Fees for use of park and campground facilities shall be established by resolution of the city council and included in the current City of Soldotna Fee Schedule. The schedule of fees shall be reviewed on an annual basis for recommended changes. If no fee has been established for a particular facility or activity, the city manager may establish a temporary fee for a period not to exceed thirty (30) days. Any temporary fees shall be submitted to the city council for adoption by resolution within the thirty-day period.

...

Section 11. That Soldotna Municipal Code 12.30.030 is amended to read as follows:

12.30.030 General utility right-of-way use permit.

- [A.] A general right-of-way use permit shall give written evidence of a utility's written agreement to comply with terms, conditions and requirements of this chapter, inducing, but not limited to:
1. An indemnification saving the city harmless against any loss of damages due to the negligence of the utility or its agents and employees while constructing, operating and maintaining its plant and equipment in, under or over city right-of-way; and,
 2. Evidence of insurance coverage in form acceptable to the city and in limits not less than two million dollars per occurrence to protect the city and third parties against any loss or damages due to the negligence of the utility or its agents and employees while constructing, operating and maintaining its facilities, in under or over city right-of-way, including hazards from pollution, underground work, explosion, collapse and damage to underground wires, conduits, pipes and fittings.
- [B. THERE IS ESTABLISHED A FIVE HUNDRED DOLLAR ONE-TIME LUMP SUM FOR A GENERAL UTILITY RIGHT-OF-WAY USE PERMIT TO DEFRAY ADMINISTRATIVE AND LEGAL EXPENSES OF THE CITY TO ESTABLISH A PERMIT SYSTEM TO GOVERN THE LOCATION AND USE OF RIGHT-OF-WAY BY UTILITIES AND TO FORMULATE AND NEGOTIATE TERMS OF A GENERAL PERMIT.]

Section 12. That Soldotna Municipal Code 12.30.040 (C) is amended to read as follows:

12.30.040 Utility construction project permits.

...

- C. A [MINIMUM THIRTY DOLLAR] fee as established by the current City of Soldotna Fee Schedule shall be charged for each construction permit to defray costs for review, coordination, and recording of permits. In circumstances when more than one hour is required for review and

approval of a permit, an additional fee based upon the actual time and expense to the city shall be charged. Failure to pay permit fees within thirty days of the billing date shall be grounds for revocation of a general utility right-of-way use permit.

...

Section 13. That Soldotna Municipal Code 13.04.130 (A) is amended to read as follows:

13.04.130 Parking of aircraft.

- A. No person shall park an aircraft or vehicle in any area where is obstructs a taxiway or runway. Any aircraft or vehicle in violation may be subject to impoundment. The owner shall pay the impoundment [FEE] and storage fees as established by the current City of Soldotna Fee Schedule to the office of the city clerk prior to obtaining release of aircraft or vehicle.

...

Section 14. That Soldotna Municipal Code 13.04.170 (A) is amended to read as follows:

13.04.170 Vehicle parking restricted—Impoundment and fees.

- A. The airport manager or city or state police are authorized to tow or otherwise have removed any vehicle which is operated or parked on airport property in violation of airport regulations. The owner of such a vehicle shall be responsible for towing, impoundment and storage charges incurred. Towing and impoundment fees shall be actual costs to the city, and storage fees as established by the current City of Soldotna Fee Schedule shall be [THREE DOLLARS] charged per day. For proper maintenance of the airport, it is necessary for all vehicles and aircraft to be clear of all taxiways and runways.

...

Section 15. That Soldotna Municipal Code 13.04.350(B) is amended to read as follows:

13.04.350 Private access to land within boundaries of master plan.

...

- B. Any aircraft operator who wishes to gain such access may do so only by separate agreement with the city[, AND UPON PAYMENT OF A FEE INCLUDING, BUT NOT LIMITED TO, AN AMOUNT EQUAL TO THE ASSESSED VALUATION OF THE AIRCRAFT TIMES THE CURRENT MILEAGE RATE FOR THE ASSESSMENT OF TAXES BY THE CITY].

...

Section 16. That Soldotna Municipal Code 13.08.020(C) is amended to read as follows:

13.08.020 Installation of water connection and water supply line—Permit required—Fee.

...

- C. No person, firm or corporation shall be allowed to install a water connection or tap into the main without first obtaining a written permit from the city. A connection fee for such permit will be based on the diameter of the line and [SHALL BE AS PRESCRIBED BY THE CITY COUNCIL]as established by the current City of Soldotna Fee Schedule. A connection fee for the water connection that lies between the main and the curb stop must be paid at the time of installation of the water connection or when a building permit is issued. Additional inspection fees are [SPELLED OUT UNDER INSPECTION, SECTION 13.08.060 OF THIS CHAPTER]established in the current City of Soldotna Fee Schedule. This permit shall be approved by the public works

director or his designee before issuance to the contractor. Application shall be made in person at the city hall.

Section 17. That Soldotna Municipal Code 13.080.930(A) is amended to read as follows:

13.08.030 Private water system—Permit required—Fee.

- A. No person, firm or corporation shall construct any private water system which will be served directly or indirectly by the city water distribution system without obtaining a written permit from the city under and outlining conditions prescribed by the city. The fee for such permit shall be as [PRESCRIBED BY THE CITY COUNCIL]established by the current City of Soldotna Fee Schedule.

...

Section 18. That Soldotna Municipal Code 13.08.060 is amended to read as follows:

13.08.060 Inspection.

- A. The city inspector shall be notified at least forty-eight hours prior to the start of any excavation, excluding weekends and holidays. This pertains to excavation on property as well as in the street right-of-way.
- B. If the inspector is not given notice of a change in plans to perform the work and the inspector arrives at the job site, an additional fee as [PRESCRIBED BY THE CITY COUNCIL]established by the current City of Soldotna Fee Schedule shall be charged.
- C. The inspector will inspect the work performed for compliance with workmanship and material requirements of the City of Soldotna Standard Construction Specifications.
- D. If the inspector finds that any work is being performed in an unsafe manner or in a manner that may expose the city or its property to any risk of personnel or property damage or liability, the inspector is authorized to order that all work be stopped until the deficiencies or undesirable conditions are alleviated or corrected.
- E. The inspector shall furthermore have all powers of a police official to enforce such orders and to make investigations pursuant thereto.
- F. It is unlawful for any person to cover or backfill any portion of the water service line, including the tapped portion of the main, without having called for and received an inspection and approval by the city inspector.
- G. An inspection fee [ESTABLISHED BY COUNCIL]as established by the current City of Soldotna Fee Schedule shall be charged for each hour the city inspector is required to work after normal working hours, weekends or on holidays.

Section 19. That Soldotna Municipal Code 13.10.030(B) is amended to read as follows:

13.10.030 Inspections.

...

- B. Notification For an Inspection. The permittee shall notify the utility department a minimum of 24 hours prior to any inspection. The inspector will be available Monday through Friday from 8:00 a.m. to 4:00 p.m. Inspections shall be performed after regular business hours and on Saturdays, Sundays and holidays for an additional fee. The standard permit fee covers the initial inspection and one re-inspection. Additional inspections shall be considered additional services and will require additional fees as [INDICATED IN SECTION 13.10.120]established by the current City of Soldotna Fee Schedule.

Section 20. That Soldotna Municipal Code 13.10.120 is amended to read as follows:

13.10.120 Reserved.[FEES.

THE FOLLOWING FEES ARE HEREBY ESTABLISHED:]

[PERMIT FEE	\$100.00 (INCLUDES INITIAL INSPECTION AND ONE RE-INSPECTION)
AFTER HOURS INSPECTION FEES	\$120.00 WITH TWO-HOUR CALL OUT PLUS \$60.00 PER HOUR AFTER INITIAL TWO-HOUR CALL OUT
RE-INSPECTION FEE	\$120.00 WITH TWO-HOUR CALL OUT PLUS \$60.00 PER HOUR AFTER INITIAL TWO-HOUR CALL OUT]

Section 21. That Soldotna Municipal Code 13.12.030 (A) is amended to read as follows:

13.12.030 Permit.

- A. It is unlawful for any person to connect any private sewer or a sewer service line to a sewer main unless such person has first obtained a permit from the city. A connection fee for such permit will be based on the diameter of the sewer stub line and shall be as [PRESCRIBED BY THE CITY COUNCIL]established in the current City of Soldotna Fee Schedule. A connection fee for the sewer stub line that lies in the public right-of-way or easement must be paid at the time of the sewer stub line installation or when a building permit is issued. This fee includes inspection by the city during normal working hours, eight a.m. to five p.m., Monday through Friday. Additional inspection fees are [SPELLED OUT UNDER SECTION 13.12.060 OF THIS CHAPTER]as established in the current City of Soldotna Fee Schedule. This permit shall be approved by the public works director or his designee before issuance to the contractor. The application shall be made in person at city hall.

...

Section 22. That Soldotna Municipal Code 13.12.060 is amended to read as follows:

13.12.060 Inspection.

- A. The city inspector shall be notified at least forty-eight hours prior to the start of any excavation, excluding weekends or holidays. This also pertains to excavation performed on property other than the street right-of-way.
- B. If the inspector is not given notice of a change in plans to perform the work and the inspector arrives at the job site, an additional fee as [prescribe by the city council]established by the current City of Soldotna Fee Schedule shall be charged.
- C. The inspector shall inspect all work performed as well as conformance of materials to the City of Soldotna Standard Construction Specifications.
- D. If the inspector finds that any work is being performed in an unsafe manner or in a manner which exposes the city or its property to any risk of personnel or property damage or liability, the inspector is authorized to order that all work be stopped until any deficiencies or undesirable conditions are alleviated or corrected.
- E. The inspector shall furthermore have all powers of a police officer to enforce such orders and to make investigations pursuant thereto.
- F. It is unlawful for any person to cover or backfill any sewer service line without having called for and received an inspection followed by approval of the city inspector.

- G. An inspection fee as established by [COUNCIL]the current City of Soldotna Fee Schedule shall be charged for each hour the city inspector is required to work after normal working hours, weekends or holidays.
- H. The city engineer or public works director may require that sewer service lines be tested by means of water or air. Such tests, where required, shall be at the expense of the person installing the sewer service line.

Section 23. That Soldotna Municipal Code 13.16.010 is amended to read as follows:

13.16.010 Water and sewer rate schedules.

- A. All rates charged or assessed for water and sewer service shall be [CHARGED OR ASSESSED EITHER]as [SET FORTH IN THIS CHAPTER]established the current City of Soldotna Fee Schedule[OR AS SPECIFIED IN THE CURRENT COUNCIL APPROVED WATER-SEWER RATE TABLE].
- B. Two rate options are provided in the rate schedules. The first is a monthly flat rate per connection. The second is a monthly minimum meter charge plus a consumption charge based on metered water consumption. The consumption charge is available for customers who are willing: (1) to have their wastewater characteristics tested; and, (2) to install meters according to the City's specifications at the customer's expense.
- C. When services are disconnected, each customer will pay a minimum monthly charge, equal to the meter charge by minimum line size, regardless of whether the service is metered or not. The minimum charge reflects the fixed costs incurred by the water and sewer utility regardless of water consumption or wastewater volumes. The minimum monthly charge will not apply to irrigation accounts when connected to an existing service line that is already paying the minimum charge.

[TABLE 1: WATER RATES						
RESIDENTIAL WATER RATES (EFFECTIVE 7/1/24)						
UNMETERED RESIDENTIAL:	CHARGE PER DWELLING UNIT (\$/MONTH)					
SINGLE-FAMILY	\$33.78					
DUPLEX	20.24					
MULTI-FAMILY	13.51					
TRAILER COURTS	33.78					
METERED RESIDENTIAL:	METER CHARGE PER CONNECTION (\$/MONTH)			CONSUMPTION CHARGE (\$/1,000 GALLONS)		
		SINGLE-FAMILY	DUPLEX	MULTI-FAMILY	TRAILER COURTS	IRRI-GATION
¾" WATER LINES	\$16.19	\$3.24	\$2.70	\$2.70	\$3.24	\$2.63
1" WATER LINES	17.01	3.24	2.70	2.70	3.24	2.63
1¼" WATER LINES	17.83	3.24	2.70	2.70	3.24	2.63
1½" WATER LINES	20.09	3.24	2.70	2.70	3.24	2.63
2" WATER LINES	23.19	3.24	2.70	2.70	3.24	2.63
COMMERCIAL WATER RATES(EFFECTIVE 7/1/24)						
UNMETERED COMMERCIAL:	CHARGE PER CONNECTION (\$/MONTH)					
¾" WATER LINES	\$38.96					
1" WATER LINES	71.76					

1¼" WATER LINES	95.74	
1½" WATER LINES	122.05	
2" WATER LINES	273.03	
2½" WATER LINES	362.58	
3" WATER LINES	455.82	
4" WATER LINES	1,218.20	
METERED COMMERCIAL:	METER CHARGE PER CONNECTION (\$/MONTH)	CONSUMPTION CHARGE (\$/1,000 GALLONS)
¾" WATER LINES	\$16.19	\$2.63
1" WATER LINES	17.01	\$2.63
1¼" WATER LINES	17.83	\$2.63
1½" WATER LINES	20.09	\$2.63
2" WATER LINES	23.19	\$2.50
2½" WATER LINES	26.89	\$2.63
3" WATER LINES	30.61	\$2.63
4" WATER LINES	41.46	\$2.63]

[TABLE 2: SEWER RATES				
RESIDENTIAL SEWER RATES (EFFECTIVE 7/1/2024)				
UNMETERED RESIDENTIAL:	CHARGE PER DWELLING UNIT (\$/MONTH)			
SINGLE-FAMILY	\$73.37			
DUPLEX	44.02			
MULTI-FAMILY	29.35			
TRAILER COURTS	73.37			
METERED RESIDENTIAL:	METER CHARGE PER CONNEC-TION (\$/MONTH)	CONSUMPTION CHARGE (\$/1,000 GALLONS)		
ALL CUSTOMER CLASSES	\$33.40	\$6.47		
COMMERCIAL SEWER RATES(EFFECTIVE 7/1/2024)				
UNMETERED COMMERCIAL:		CHARGE PER CONNECTION (\$/MONTH)		
		LOW STRENGTH	MEDIUM STRENGTH	HIGH STRENGTH
¾" WATER LINES		\$ 96.49	\$120.19	\$139.36
1" WATER LINES		177.50	225.80Tc>270.65	
1¼" WATER LINES		235.95	300.49	341.92
1½" WATER LINES		296.95	378.66	463.38
2" WATER LINES		672.37	882.09	1067.66
METERED COMMERCIAL:	METER CHARGE PER CONNECTION (\$/MONTH)	CONSUMPTION CHARGE (\$/1,000 GALLONS)		
		LOW STRENGTH	MEDIUM STRENGTH	HIGH STRENGTH

ALL SIZES	\$31.51	\$6.10	\$8.10	\$9.77]
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Section 24. That Soldotna Municipal Code 13.16.030(A) is amended to read as follows:

13.16.030 Water or sewer hookup inspection fees.

- A. A minimum inspection fee as established by the current City of Soldotna Fee Schedule, payable in advance, [IN THE AMOUNT OF \$100]shall be charged for the inspection of each water or sewer hookup, regardless of size.

...

Section 25. That Soldotna Municipal Code 13.16.050(D) is amended to read as follows:

13.16.050 Connection fees for stub lines.

...

- D. All water and sewer stub lines financed and installed by the city prior to April 1, 1988, shall be exempt from connection fees [UNDER THIS SECTION]as established by the current City of Soldotna Fee Schedule because the property owners were not given notice and an opportunity to install said services by private contract.

...

Section 26. That Soldotna Municipal Code 13.16.060 is amended to read as follows:

13.16.060 - Call-out charges.

When a property owner requests the dispatch of employees outside their regular work shift to locate water key boxes, to locate sewer clean-outs or to provide other services on private property, said property owner shall pay [A MINIMUM OF \$120]fees as established by the current City of Soldotna Fee Schedule, per call-out for such services [PLUS \$60 PER HOUR AFTER THE INITIAL TWO-HOUR MINIMUM CALL-OUT CHARGE].

Section 27. That Soldotna Municipal Code 13.16.065(A) is amended to read as follows:

13.16.065 Shut-off notice for a delinquent account—Fee.

- A. When an employee is dispatched to hang a shut-off notice at a service location, for a delinquent account, a non-refundable fee as established by the current City of Soldotna Fee Schedule will be charged [OF \$20 WILL BE CHARGED].

Section 28. That Soldotna Municipal Code 13.16.070 is amended to read as follows:

13.16.070 Account fees.

[A] N[N]on-refundable fees [OF \$32]as established by the current City of Soldotna Fee Schedule shall be charged to establish or change an account, discontinue or resume water or sewer service.

Section 29. That Soldotna Municipal Code 13.18.020(E) is amended to read as follows:

13.18.020 Permits and licensed/bonded contractors.

...

- E. All initial and renewal fees as established by the current City of Soldotna Fee Schedule [SECTION 13.18.120] shall be paid by the owner or contractor at the time the permit application is submitted to the city.

...

Section 30. That Soldotna Municipal Code 13.18.030(B) is amended to read as follows:

13.18.030 Inspections.

...

- B. Notification For an Inspection. The permittee shall notify the utility department a minimum of 24 hours prior to any inspection. The inspector will be available Monday through Friday from 8:00 a.m. to 4:00 p.m. Inspections shall be performed after regular business hours and on Saturdays, Sundays and holidays for an additional fee. The standard permit fee covers the initial inspection and one re-inspection. Additional inspections shall be considered additional services and will require additional fees[; SEE SECTION 13.18.120] as established by the current City of Soldotna Fee Schedule.

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Section 31. That Soldotna Municipal Code 13.18.120 is amended to read as follows:

13.18.120 Reserved[Fees.

THE FOLLOWING FEES ARE HEREBY ESTABLISHED:

PERMIT FEE	\$100.00 (INCLUDES INITIAL INSPECTION AND ONE RE-INSPECTION)
AFTER HOURS INSPECTION FEES	\$120.00 WITH TWO-HOUR CALL OUT PLUS \$60.00 PER HOUR AFTER INITIAL TWO-HOUR CALL OUT
RE-INSPECTION FEE	\$120.00 WITH TWO-HOUR CALL OUT PLUS \$60.00 PER HOUR AFTER INITIAL TWO-HOUR CALL OUT]

Section 32. That Soldotna Municipal Code 13.21.030(A)(2) is amended to read as follows:

13.21.030 District initiation.

A special assessment district may be initiated by a property owner sponsor application and subsequent petition of the required number of property owners or by action of the city council.

- A. Sponsor initiated. To obtain a petition for formation of a special assessment district, the sponsor of the district must first submit a special assessment district application to the city manager. The application shall be on a form provided by the city manager.
1. Application review. After receiving an application to form a special assessment district, the city administration shall determine the boundaries of the proposed district.
 2. Once the city makes an initial determination that formation of the proposed district is feasible based on the proposed boundaries and criteria set forth in this chapter, the sponsor shall pay a [\$500.00]nonrefundable filing fee as established by the current City of Soldotna Fee Schedule.

...

Section 33. That Soldotna Municipal Code 15.01.020 is amended to read as follows:

15.01.020 Administrative provisions.

Administrative provisions for permits, fees, and inspections shall be according to the established current City of Soldotna Fee Schedule and 15.02.010 - Building Code

Section 34. That Soldotna Municipal Code 15.02.011 is amended to read as follows:

15.02.011 Building code amendments.

...

Section 109.2 Schedule of permit fees.

Remove the deleted Section 109.2 as adopted by 13 AAC 50.020 (1) to: Re-instate this section. Amend to read as follows:

"Fee Schedule. Building permit (base permit) and plan review fees shall be assessed in accordance with the [PROVISIONS OF THIS SUBSECTION]current City of Soldotna Fee Schedule. All fees shall be paid in full prior to issuance of a permit."

Add a new subsection, 109.2.1 Calculation of Base Permit Fees, to read as follows:

"109.2.1 Calculation of Base Permit Fees.

- 1) New Construction: For all types of Occupancies the fee shall be calculated based upon the Square Footage of the structure, the Type of Construction and the Tabular Valuation cost per square foot shown in the latest Building Valuation Data as published by International Code Council and normally updated twice per year. Once this valuation has been calculated the total valuation shall be subject to the fees shown in [Table 109.2.1.]the current City of Soldotna Fee Schedule. Commercial Construction shall be subject to Plan Review Fees described in 109.2.2.
- 2) Alterations, Additions, Changes in Use/Occupancies and Special Structures: For all types of Occupancies the fee shall be calculated based upon a valuation of the costs of construction based upon project estimates. The Building Official can request an estimate to be provided by the owner at the Owner's expense from a licensed General Contractor. Once this valuation has been calculated the total valuation shall be subject to the fees shown in [TABLE 109.2.1]the current city of Soldotna Fee Schedule. Commercial Construction shall be subject to Plan Review Fees described in 109.2.2. Special Structures are structures requiring permits such as communication towers, fences requiring permits, tanks requiring permits, modular structures, etc.
- 3) The valuation for temporary and permanent fabric structures shall be calculated [at \$30]as established by the current City of Soldotna Fee Schedule per square foot. Once this valuation has been calculated the total valuation shall be subject to the fees shown in [TABLE 109.2.1]the current City of Soldotna Fee Schedule."

[TABLE 109.2.1 BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 TO \$500.00	\$23.50
\$501.00 TO \$2,000.00	\$23.50 FOR THE FIRST \$500.00 PLUS \$3.05 FOR EACH ADDITIONAL \$100.00, OR FRACTION THEREOF, TO AND INCLUDING \$2,000.00
\$2,001.00 TO \$25,000.00	\$69.25 FOR THE FIRST \$2,000.00 PLUS \$14.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF, TO AND INCLUDING \$25,000.00.
\$25,001.00 TO \$50,000.00	\$391.25 FOR THE FIRST \$25,000.00 PLUS \$10.10 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF, TO AND INCLUDING \$50,000.00

\$50,001.00 TO \$100,000.00	\$643.75 FOR THE FIRST \$50,000.00 PLUS \$7.00 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF, TO AND INCLUDING \$100,000.00
\$100,001.00 TO \$500,000.00	\$993.75 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 TO \$1,000,000.00	\$3,233.75 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 AND UP	\$5,608.75 FOR THE FIRST \$1,000,000.00 PLUS \$3.65 FOR EACH ADDITIONAL \$1,000.00, OR FRACTION THEREOF

¹OR THE TOTAL HOURLY COST TO THE CITY, WHICHEVER IS THE GREATEST. THIS COST SHALL INCLUDE SUPERVISION, OVERHEAD, EQUIPMENT, HOURLY WAGES AND FRINGE BENEFITS OF THE EMPLOYEES INVOLVED.

² ACTUAL COSTS INCLUDE ADMINISTRATIVE AND OVERHEAD COSTS.]

...

"Section 104.0 Permits.

Administrative provisions for permits, fees, inspections and appeals shall be according to the established current City of Soldotna Fee Schedule, and 15.02.010 through 15.02.040 - General Provisions."

...

Section 35. That Soldotna Municipal Code 15.04.020 is amended to read as follows:

15.04.020 Mechanical code amendments.

...

Section 106.5.2 Fee Schedule.

Insert the following text where indicated in place of "Jurisdiction to Insert Appropriate Schedule"

"Administrative provisions for permits, fees, and inspections shall be according to the established current City of Soldotna Fee Schedule and 15.02.010 - Building Code."

...

Section 36. That Soldotna Municipal Code 15.08.010 is amended to read as follows:

15.08.010 Administration.

...

E. Fees.

1. Fee Schedule. A [FIFTY-DOLLAR]fee as established by the current City of Soldotna Fee Schedule shall be paid with the submission of each sign permit application. This fee may cover the review of multiple signs, provided they are located on a single parcel of land and all material is submitted as part of one application.
2. Variance Fee. A non-refundable [TWO HUNDRED-FIFTY-DOLLARS]fee as established by the current City of Soldotna Fee Schedule shall be required for all applications for a variance from the requirements of this code.

...

I. Variances.

1. Variances. In obtaining a permit, an applicant may apply to the planning commission for a variance from the height, allowable area and placement requirements of this

chapter. In granting a variance, the commission may attach additional requirements or conditions necessary to carry out the spirit and purpose of this code in the public interest.

- a. Application procedure. An application for a variance along with all supporting information including plans, specifications and calculations shall be prepared and submitted for consideration and approval by the planning commission. The application shall be considered as an application for a variance as described by section 17.10.420.B.5.b., notwithstanding that the variance is sought from the requirements of this chapter. A hearing on the application shall be held in accordance with section 17.10.425 and any appeal shall be in accordance with section 17.10.430. For the purposes of the variance application and review, the provisions of this chapter shall be considered part of the zoning code and section 15.01.010 shall not apply.
- b. Fee. A non-refundable fee [~~OF TWO HUNDRED-FIFTY-DOLLARS~~]as established by the current City of Soldotna Fee Schedule shall be paid at the time of application for a variance.

...

Section 37. That Soldotna Municipal Code 16.10.040 is amended to read as follows:

16.10.040 Review and approval.

...

- D. A plat review fee [~~OF \$50~~]as established by the current City of Soldotna Fee Schedule shall be submitted to the city at the time of application.

...

Section 38. That Soldotna Municipal Code 17.10.380(E) is amended to read as follows:

17.10.380. Mobile vending units.

...

- E. Approval Procedure. A valid permit is required prior to operating a mobile vending unit in the City. An application for a mobile vendor permit shall be submitted to, and approved by, the administrative officer and shall contain the following:
1. Completed application form, as provided by the City of Soldotna;
 2. [~~FIFTY-DOLLAR~~]The fee as established by the current City of Soldotna Fee Schedule plus applicable sales tax;
 3. Certification by the Kenai Peninsula Borough Finance Department in a tax compliance certificate (provided on application materials) that the applicant is current in the payment of any sales tax to the City of Soldotna and the Kenai Peninsula Borough;
 4. Copy of valid permit issued by the Alaska Department of Environmental Health, for mobile vending units involved in the preparation of foods or beverages;

...

Section 39. That Soldotna Municipal Code 17.10.385(C)(2)(a)(ii) is amended to read as follows:

17.10.385 Short-term rental units.

...

C. Non-Owner-Occupied Short-Term Rental Units.

1. Location. Within the Commercial and Limited Commercial districts, non-owner-occupied short-term rental units are allowed as principal uses. Within other districts they are allowed with an administrative permit.
2. Permit Required. Where required, a permit must be obtained for each property containing the dwelling(s) used as a non-owner-occupied short-term rental unit(s).
 - a. An application for a permit to operate a non-owner-occupied short-term rental unit shall be submitted to, and approved by, the administrative officer and shall contain the following:
 - i. A completed application form, as provided by the City of Soldotna;
 - ii. [FIFTY-DOLLAR]The fee as established by the current City of Soldotna Fee Schedule plus applicable sales tax; and

...

Section 40. That Soldotna Municipal Code 17.10.405 (E)(6) is amended to read as follows:

17.10.405 Temporary uses.

...

- E. Application Procedure. A site plan as required in Section 17.10.415, Site Plan Review, and an application for a Zoning Permit for a Temporary Use shall be submitted to the Administrative Officer and shall contain at a minimum the following:
1. Contact information including a functional telephone number for the applicant and for the property owner;
 2. Written permission from the property owner for the Temporary Use to occur;
 3. Address or legal description of the property on which the Temporary Use is proposed;
 4. Proposed date(s) and hour(s) of operation of the Temporary Use;
 5. A complete description of the Temporary Use which:
 - a. Describes the proposed activity or activities;
 - b. Gives an estimated quantity of persons who will be in attendance each day of the Temporary Use; and
 - c. Demonstrates to the satisfaction of the Administrative Officer that the applicant has an effective plan for satisfying each of the criteria in subsection SMC 17.10.405.E;
 6. [\$50.00]A nonrefundable application fee as established by the current City of Soldotna Fee Schedule plus applicable taxes;
 7. Certification by the Kenai Peninsula Borough Finance Department in a tax compliance certificate provided by the City of Soldotna that the applicant is current in the payment of any sales tax to the City of Soldotna and the Kenai Peninsula Borough.

Section 41. That Soldotna Municipal Code 17.10.420(B)(3) is amended to read as follows:

17.10.420 Zoning Permit

...

- B. Procedures. The following procedures shall be followed for submission, review, and approval of a Zoning Permit application:
- 1) Pre-Application Meeting—Before submitting an application for a Zoning Permit, the applicant shall meet with the Administrative Officer in a pre-application meeting and provide such information as is necessary to explain the proposed project. At the pre-application meeting the Administrative Officer shall:
 - a. Review the applicant's proposal;
 - b. Inform the applicant regarding the requirements of this Code which apply to the proposal, including what additional information will be required with the application or may be waived. The addition or waiver of information does not preclude the Commission from requesting additional information and/or waiving information at a future time in the review process; and
 - c. Provide preliminary advice to the applicant regarding the conformity of the proposal to the requirements of this zoning code.
 - 2) Pre-Application Meeting Waiver—The pre-application meeting may be waived where the Administrative Officer determines that the pre-application meeting would not materially aid the expeditious processing of the application.
 - 3) Application—The applicant for a Zoning Permit shall prepare and submit an application, along with the appropriate fees as established by the current City of Soldotna Fee Schedule, on forms obtained through the Administrative Officer. The application shall include a site plan that contains all the information required in Section 17.10.415, Site Plan Review, and the following:
 - a. A precise description, presentation of facts, and explanation of circumstances of the applicant's request, and in the case of a variance, the specific section and subsection of this zoning code from which the applicant is seeking relief;
 - b. A description of how the applicant will comply with the required standards, any requested waivers or modifications from required standards for an off-street parking and loading plan or landscaping plan, and any special conditions the applicant is willing to accept to mitigate any negative effects to the public health safety and welfare;
 - c. Any additional information as may be required by the Administrative Officer to determine if standards and conditions have been met; and
 - d. Certification by the Borough Finance Department in a Tax Compliance Certificate that the applicant is current in the payment of any sales tax to the City or Borough.

Section 42. That Soldotna Municipal Code 17.10.435(B)(4) is amended to read as follows:

17.10.435 Amendments.

- A. Scope. This section shall govern any amendment to this zoning code and the official zoning map.
- B. Initiation of Amendments.
1. Amendments to this zoning code may be initiated by:
 - a. The City Council;

- b. The Planning and Zoning Commission;
- c. Any other person, subject to the following conditions:
 - i. Submission of a petition signed by a majority of the property owners in the areas to be rezoned; or,
 - ii. Submission of a petition bearing the signatures of 40 registered voters within the City to amend the ordinance text.
- 2. Amendments to the official zoning map shall be considered only if the area to be rezoned contains a minimum tract size of two acres (excluding street or alley rights-of-way), unless the amendment enlarges an adjacent district boundary.
- 3. A proposed amendment to the zoning code which is substantially the same as any other proposed amendment submitted within the previous nine months and which was not approved shall not be considered.
- 4. The zoning amendment request shall include the name and address of the applicant, a map showing the area involved, the present and proposed zoning, the appropriate application fee as established by the current City of Soldotna Fee Schedule, and any other pertinent information requested by the City.

...

Section 43. That Soldotna Municipal Code 17.10.455 is amended to read as follows:

17.10.455 Reserved[Fees.

A. ZONING PERMIT APPLICATION. THE FOLLOWING FEES SHALL BE PAID WITH THE SUBMISSION OF A ZONING PERMIT APPLICATION:

- [1) PRE-APPLICATION REVIEW. ALL APPLICATIONS FOR ZONING PERMITS UNLESS WAIVED—FIRST REVIEW FREE; ALL REVIEWS THEREAFTER TWENTY-FIVE DOLLARS;
- 2) ADMINISTRATIVE REVIEW, ADMINISTRATIVE REFERRAL TO COMMISSION (NO HEARING);
 - A. PLANNED UNIT DEVELOPMENTS (INCLUDES SITE PLAN REVIEW) THREE HUNDRED DOLLARS,
 - B. SITE PLANS FOR OFF-STREET PARKING AND LANDSCAPING FIFTY DOLLARS,
 - C. TEMPORARY USES: FIFTY DOLLARS;
- 3) PLAT REVIEWS: FIFTY DOLLARS;
- 4) COMMISSION REVIEW (HEARING REQUIRED): TWO HUNDRED FIFTY DOLLARS.
 - A. CONDITIONAL USES,
 - B. VARIANCES,
 - C. NATURAL RESOURCE EXTRACTION.

B. AMENDMENTS, APPEALS. THE FOLLOWING FEES SHALL BE PAID WITH THE SUBMISSION OF AN APPLICATION FOR A ZONING CODE AMENDMENT OR AN ADMINISTRATIVE APPEAL:

- 1) REZONE APPLICATIONS: TWO HUNDRED FIFTY DOLLARS;
- 2) APPEALS: ONE HUNDRED FIFTY DOLLARS.]

Section 44. This ordinance shall become effective immediately upon its enactment.

ENACTED BY THE CITY COUNCIL THIS 28TH DAY OF MAY, 2025.

Paul J. Whitney, Mayor

ATTEST:

Johni Blankenship, MMC, City Clerk

Yes: Carey, Chilson, Hutchings, Wackler
No: None
Absent: Nelson, Parker