

Bel Air Board of Town Commissioners
Agenda
March 4, 2019

Resolution No. 1125-19
Town's Fee Schedule

RECOMMENDED MOTION: "...that Resolution No. 1125-19, amending the Town's Fee Schedule, be received by the Board of Town Commissioners."

1. BACKGROUND

- a. Chapter 192 of the Bel Air Town Code authorizes the Board of Town Commissioners to establish fees for certain Town services, publications, documents, licenses and petitions.

2. ISSUES

- a. The Town's Fee Schedule was last amended on July 1, 2017.
- b. The following sections have recommend amendments:
 - i. Section: Building Permits and Other Related Fees
 - 1. Adoption of: "Small Wireless Facilities (a/k/a "small cells") Small Cell Application/Permit and Annual Right-of-Way (ROW) Access Fees"
 - a. Application/Permit Fees:
 - i. \$500 minimum non-recurring fee for a single up-front application that includes up to five Small Wireless Facilities, with an additional \$100 minimum fee for each Small Wireless Facility beyond five.
 - ii. \$1,000 minimum non-recurring fee for a new pole (i.e., not a collocation) intended to support one or more Small Wireless Facilities.
 - b. Annual Right-of-Way Fee:
 - i. \$270 minimum recurring annual fee per Small Wireless Facility per year, due 30 days after installation. Each subsequent payment is due upon the anniversary of the installation date until the facility is removed.
 - c. Note: Fees may be higher if quantifiable costs exceed the minimum fee amount.
 - ii. Section: Other Miscellaneous Fees
 - 1. Tree Replacement Fee
 - a. ~~\$350.00~~ \$400.00

3. DISCUSSION

- a. The following changes are recommended (see attached Fee Schedule)

4. RECOMMENDATION

- a. The staff recommends receipt of Resolution No. 1125-19. A public hearing will be held on Monday, March 18, 2019 at 7:30 p.m. at Bel Air Town Hall.

RESOLUTION NO. 1125-19 NO. 1110-18
AMENDING RESOLUTION NO. 1110-18 NO. 1090-17
TOWN OF BEL AIR'S FEE SCHEDULE

WHEREAS, Chapter 192-1 of the Bel Air Town Code authorizes the Board of Town Commissioners to establish fees from time to time for certain Town services and documents; and

WHEREAS, the Board of Town Commissioners desires to **adopt fees pertaining to Small Wireless Facilities (a/k/a "Small Cells"); and to amend the Tree Replacement Fee;** amend the fees for the following categories: ~~Site Plan/Subdivision Revision, or Administrative Review, Board of Appeals, Permits, and System Development Fee;~~

NOW, THEREFORE, BE IT RESOLVED by the Bel Air Board of Town Commissioners that the Town's Fee Schedule be amended as follows:

GENERAL PLANNING REVIEW FEES

Preliminary Site Plan Review	
Single Family/Institutional	\$300 + \$50.00/unit or lot
Multi-Family	\$300 + \$25.00/unit
Industrial/Commercial	\$450 + \$50.00/acre or fraction thereof
Subdivision Review	
Residential/Institutional	\$500.00 + \$10.00/unit or lot
Industrial/Commercial	\$500.00 + \$25.00/acre or fraction thereof
Traffic Impact Analysis (TIA)	
TIA Review	\$750.00
Site Plan/Subdivision Revision, or Administrative Review (prior to Mylar Signature)	
Residential/Institutional	\$150 + \$25.00/unit or lot
Industrial/Commercial	\$250 + \$25.00/acre or fraction thereof
Concept Plan Review	\$250.00
Plat Recordation	\$30.00/Plat
Rezoning Petitions	
Comprehensive Zoning – Rezoning Request	\$200.00/Recorded Property
0-4 acres	\$500.00 + hearing and advertising costs
5 acres or more	\$500.00 + \$10.00 per acre + hearing and advertising costs
Development Regulation Amendment Petition other than rezoning	\$250.00
Annexation Petition	
less than one acre	\$250.00 + hearing and advertising costs
one acre or more	\$500.00 + \$10.00 per acre + hearing and advertising costs
Special Development Application/Special Development Revision	

Residential/Institutional	\$200.00 + hearing and advertising costs
Industrial/Commercial	\$400.00 + hearing and advertising costs
Extension of Approval for Special Development, Preliminary Plan, Non-conforming Use, Special Exception or Variance	\$150.00 + hearing and advertising costs
BOARD OF APPEALS	
Variance Application	\$300.00 + advertising costs
Special Exception Application	\$300.00 + advertising costs
Interpretation Application	\$200.00+ advertising costs
Minor Variance, Special Exception (SE) or Interpretations (to include SE or Administrative Variance for Signs, Sheds, Fences, outdoor or tent displays and deck setback, variances 5 feet and under)	\$150.00+ advertising costs
Expansion of Non-Conforming Use	\$200.00+ advertising costs
PERMITS	
SIGNS	
Temporary Signs Exceeding 6 sf.	\$25.00
Signs under 25 square feet	\$35.00
All others	\$75.00
FENCES	\$35.00 + \$0.04 per ft. over 250 ft.
SHEDS	
120 sq. ft. & under	\$35.00
Over 120 sq. ft., but not over 200 sq. ft.	\$50.00
Over 200 sq. ft.	See Building Permit Fees
Public Utility & Floodplain Verification	\$25.00
Temporary Use Permits (Christmas tree sales, tents for special events and modular classroom facilities)	\$25.00
Home Occupation Permits	\$25.00
Untagged Vehicle Permit	\$25.00
Forest Stand Delineation Application plus Plans Review	\$200.00 + 10.00/acre
Forest Conservation Plan Application plus Plans Review	\$150.00
Simplified or revised Forest Stand Delineation/Forest Conservation Plan Application and Plans Review	\$150.00

MISCELLANEOUS

Candidate for Election Fee	\$25.00
Tattooing	
Business License	\$250.00/ annually
Person	\$75.00 /annually
News Rack Permit	\$50.00/ annually
Itinerant Dealer, Peddler and Solicitor Permits	
Solicitor	\$20.00 (30 days or less) \$8.00 per additional person
	\$40.00 (31 – 90 days) \$15 per additional person
Peddlers	\$60.00 up to 90 days
	\$120.00 for one year
Itinerant Dealers	\$60.00 up to 90 days
	\$230.00 for one year
Other Miscellaneous Fees	
Non-Sufficient Funds NSF Fee (Including Physical Check, E-Check, and Credit Card)	\$25.00/transaction

Delinquent Collection Fees (The Administrative Expense of Collecting Real Estate Taxes, Sewer User Charge, Bay Restoration Fees, User Benefit Assessments, and any other charges)	\$15.00/advertisement for the first two advertisements. \$20.00 /property/advertisement for each subsequent advertisement.
Lien Release Administrative Fee	\$20.00/Property Search
Tax Sale Redemption Certificate Fee	\$12.00/Property Search
Personal Property Tax Clearance Fee	\$12.00/Account Search
Memo (duplicate) Real Estate Tax Bill Charge	\$1.00/memo (duplicate) bill
Tree Replacement Fee	\$350.00 \$400.00
Memorial Grove Tree	\$100.00 (plus cost of tree)
Parking Meter Smartcard	\$2.30/new or replacement card
Open Space Fee-In-Lieu	\$50,000/ACRE
Active Open Space Fee-in-Lieu	\$50,000/ACRE

SPECIAL EVENTS

TOWN SPONSORED EVENTS

With the exception of events in the Bel Air Reckord Armory, Town sponsored events are not charged for associated costs and include but are not limited to the following:

Summer Concert Series, Lunchtime Concert Series, Independence Day celebration, Bel Air Farmers Market, Bel Air Downtown Alliance events, Flag Day Ceremony, Memorial Day Ceremony, Christmas Parade and Christmas Tree Lighting Ceremonies. Other events approved by the Board of Town Commissioners and designated Town sponsored shall not be charged associated costs.

A separate fee schedule applies to events held in the Bel Air Reckord Armory.

COUNTY SPONSORED/NON-PROFIT SPONSORED

With the exception of events in the Bel Air Reckord Armory, the Town of Bel Air will provide basic services up to a maximum of \$300.00 per year (EXCLUDES POLICE AUXILIARY PERSONNEL). County sponsored events or non-profit events are responsible for:

1. Actual costs of Police and Public Works personnel that is greater than the maximum amount provided by the Town; and
2. Actual costs for damages resulting from the event.
3. Police auxiliary personnel - \$20.00/hr. per person (By contract only)

The Town of Bel Air does not provide or pay for costs related to the rental of specialized equipment, advertising, portable toilets, entertainment, transportation costs or other non-basic services associated with County or non-profit events.

A separate fee schedule applies to events held in the Bel Air Reckord Armory.

FOR PROFIT EVENTS

Actual costs of Police Personnel	TBD*
Actual costs of Public Works Personnel	TBD*
Janitorial service (Rockfield Park/ Shamrock Amphitheater only) for restroom use	\$75.00
Police Auxiliary Personnel	\$20.00/hr. per person
Actual cost for temporary signage specific to event	TBD*
Administrative Fee	\$20.00/hr. of event
Actual costs for damages as result of event	TBD*
Hourly charges for facility	
Town Hall (limited availability)	\$100.00/hr.
Band Shell (limited availability)	\$100.00/hr.
Parking Garage (limited availability)	\$75.00/hr.

✦* Costs to be assessed based on actual costs to Town, including, but not limited to salaries, benefits, materials, supplies, signage, etc.

FINES AND PENALTIES

Re-inspection Fee or Unnecessary Trips	\$60.00
Investigating fee, violating a Stop Work Order, working without a valid permit or license (fee in addition to regular permit and licensing fee)	\$200.00
Penalty for proceeding without prior inspection	\$50.00
Penalty for proceeding with work without a Utility Permit	\$50.00
Red Light Camera Violations First Late Notice/applies to citations issued prior to March 1, 2012 Second Late Notice/applies to citations issued prior to March 1, 2012	\$75.00 + \$10.00 + \$10.00
Flagging Fee for each Unsatisfied Red Light Citation/applies to citations issued prior to March 1, 2012	\$15.00
Duplicate VR-119 Release Fee for Flagged Red Light Tickets	\$10.00

DOCUMENTS AND PUBLICATIONS

Bel Air: An Architectural and Cultural History 1782-1945	\$15.00
Erosion & Sediment Control Ordinance and Rules & Regulations	\$15.00
HPC Design Guidelines	\$20.00
Landscape Manual	\$15.00
Project Plans and Specifications	Up to \$40.00
Sign Manual	\$10.00
Stormwater Management Ordinance	\$15.00
Town Development Regulations (NO UPDATES)	\$25.00
Town Master Plan (Comprehensive Plan)	\$30.00
Town Zoning Map	\$2.00
Historic Preservation Commission (HPC) Recent Christmas Tree Ornaments Christmas Tree Ornament Series Over 2 Years Old Christmas Tree Ornament Series Over 5 Years Old Note Cards	Price set by HPC \$10.00 \$5.00 \$4.00

PHOTOCOPIES AND INFORMATION REQUESTS

	<u>Black & White</u>	<u>Color</u>
8.5 x 11	\$0.15/ea.	\$0.25/ea.
8.5 x 14	\$0.15/ea.	\$0.25/ea.
11 x 17	\$0.35/ea.	\$0.45/ea.
Pending legislation	No Charge	
Records for court appeals	\$0.10/ea.	
Accident Reports	\$5.00/ea.	
Other criminal and non-crime reports	\$5.00/ea. + \$0.25 per page over 5 pages	
Photographs (accidents or suspect lineups)	\$5.00/ea.	

Maryland Public Information Act Requests - Under GP § 4-206, the Town may charge reasonable fees for the search and preparation of records for inspection and copying.	Document/record search and report preparation fees vary depending upon the personnel time and materials cost required to perform the task(s).
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CD ROM & DVDS

CD and DVD copies of traffic stops, accidents, etc.	\$10.00/ea.
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MAPS AND PLAT PRINTS

Copies up to 24 x 36	\$1.00/ea.
Larger than 24 x 36	\$0.20/sq. ft.
Aerial Topo Map (1990)	\$15.00/sheet
24 x 36 Title Bulk Sheets	\$3.50/ea.
Photogrammetric/aerials (2001)	\$10.00 (11" X 17") \$5.00 (8" X 10")
Any other publication/document on CD, Floppy Disc or VCR tapes not listed above	\$5.00

BUILDING PERMITS AND OTHER RELATED FEES

Commercial/Industrial/Institutional	\$0.09 per sq. ft., minimum \$150.00 (DILP Review & Inspection Services); plus \$0.01 per sq. ft., minimum \$85.00 (Use & Occupancy Certificate). Based on specific use, additional building permit review fee may apply.
Group H: High Hazard Uses	\$ 0.12 per sq. ft., minimum \$225.00 plus \$0.01 per sq. ft., minimum \$85.00 U&O(Use & Occupancy Certificate)
Utilities, public or private, each structure (tower, transformer, poles, etc.)	\$50.00 minimum + Admin.
Small Wireless Facilities (a/k/a "small cells") Small Cell Application/Permit and Annual Right-of-Way (ROW) Access Fees	<p>Application/Permit Fees:</p> <p>(a) \$500 minimum non-recurring fee for a single up-front application that includes up to five Small Wireless Facilities, with an additional \$100 minimum fee for each Small Wireless Facility beyond five.</p> <p>(b) \$1,000 minimum non-recurring fee for a new pole (i.e., not a collocation) intended to support one or more Small Wireless Facilities.</p> <p>Annual Right-of-Way Fee:</p> <p>(c) \$270 minimum recurring annual fee per Small Wireless Facility per year, due 30 days after installation. Each subsequent payment is due upon the anniversary of the installation date until the facility is removed.</p> <p>Note: Fees may be higher if quantifiable costs exceed the minimum fee amount.</p>

Group R (R-1, R-2, R-3, R-4): Residential Buildings	
1- and 2-Family Dwellings (R-3,R-4)	\$ 0.06 per sq. ft., minimum \$ 75.00 + Admin.
Hotel Buildings (R-1)	\$0.09 per sq. ft., minimum \$150.00 plus \$0.01 per sq. ft., minimum \$85.00 (U& O)
Dormitory Buildings and Assisted Living	\$0.09 per sq. ft., minimum \$150.00 plus \$0.01 per sq. ft., minimum \$85.00 (U& O)
Multi-Family (apartments) and Condominiums (R-2)	\$0.08 per sq. ft., \$10.00 for shell U & O, \$10.00 U & O for each dwelling unit and \$20.00 Admin. for each dwelling unit.
Additions/Alterations	
Decks, porches and balconies, club basement	\$0.05 per sq. ft., minimum \$30.00 + \$25.00 Admin.
Occupant Structures (Room Additions), Residential Accessory Buildings	\$0.05 per sq. ft., minimum \$65.00 + \$25.00 Admin.
Sheds (Over 200 Sq. Ft.)	\$0.05 per sq. ft., minimum \$30.00 +\$25.00 Admin.

Group U: Miscellaneous

Commercial Retaining Walls	\$60.00 + 25.00 Admin.
Tanks, above-ground or underground	\$40.00 each
Utility Permits (INC DRIVEWAYS)	\$50.00
Demolition without a separate permit	\$75.00
Swimming Pools	
Residential Above Ground	\$40.00 + \$25.00 Admin.
In-Ground	\$75.00 + \$25.00 Admin.
Public	\$125.00 + \$25.00 Admin.
Commercial Tenant Use (without building modifications)	\$85.00
Temporary Use & Occupancy Certificates	\$30.00
First Re-inspection	\$50.00
Second and Subsequent Re-inspections	\$100.00
Building permit plan review fee after third submittal of a revised plan for the same permit (based on Harford County review time)	\$ 65.00/hour (\$60.00 County Fee + \$5.00 Town Admin.)

PUBLIC WORKS REVIEW FEES

STORMWATER MANAGEMENT AND EROSION/SEDIMENTATION CONTROL FEES

Stormwater Management Permit	4% of estimated construction cost not to exceed \$4,000.00
Stormwater Management Waiver for partial or complete relinquishment of requirements	\$200.00
Fee in Lieu	\$ 1.00 per square foot of remaining untreated impervious area (for each of quantity and quality)
Erosion and Sediment Control Agreement (less than or equal to 5,000 sq. ft. or less than or equal to 100 cubic yards of disturbed area)	\$50.00

Erosion and Sediment Grading Permit (greater than 5,000 sq. ft. or greater than 100 cubic yards of disturbed area)	4% of estimated construction cost, minimum \$50.00
Billing/Construction Management Fee	\$30.00/Property Owner/Year Billed-Residential
Billing/Construction Management Fee	\$200.00/Property Owner/Year Billed-Commercial

SEWER FEES

Plan Review/Fixture Count Analysis (applicable to any building activity or tenant use change requiring a plumbing fixture count determination)	\$50.00
County Sewer Connection Charge (collected by the Town of Bel Air on behalf Harford County)	\$650.00 per 30 fixture units
County System Development Fee (collected by the Town of Bel Air on behalf Harford County)	\$8,178 per 30 fixture units (effective 7/1/18). Increases 6% annually pending Town Board approval.
User Benefit County Assessment Fee (25 payments will be billed to the property owner by the Town of Bel Air; collected by the Town of Bel Air on behalf Harford County)	\$35.00 per year for 25 years per 30 fixture units

DEVELOPMENT REVIEW

Town of Bel Air development regulations require public notice in two publications of a local newspaper for pending development applications before the Board of Appeals and Planning Commission. In addition, the nature of certain projects require a stenographer to record proceedings. Because the cost of these services may vary significantly between applications, the expense incurred by the Town will be recorded and invoiced to the applicant as reimbursable.

PLUMBING PERMITS

Town of Bel Air Plumbing Permits are issued by the Harford County Division of Inspections, Licenses and Permits (Plumbing Services) in accordance with the current Harford County Fee Schedule.

ELECTRICAL PERMITS

Town of Bel Air Electrical Permits are issued by the Harford County Division of Inspections, Licenses and Permits (Electrical Services) in accordance with the current Harford County Fee Schedule.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect on ~~July 1, 2018~~.

Introduced: ~~June 04, 2018~~ **March 4, 2019**
Public Hearing: ~~June 18, 2018~~ **March 18, 2019**
Enactment: ~~June 18, 2018~~
Effective: ~~July 1, 2018~~

AYES: Commissioners Chmielewski, Einhorn, Hopkins, Richards and Burdette
NAYS: None
ABSENT: None

Susan Burdette, Chair
Board of Town Commissioners

Michael L. Krantz, Town Clerk