



NOTICE OF REGULAR MEETING
June 10, 2020
SHENANDOAH CITY COUNCIL

STATE OF TEXAS
COUNTY OF MONTGOMERY
CITY OF SHENANDOAH

AGENDA

NOTICE IS HEREBY GIVEN that a Meeting of the Shenandoah City Council will be held on Wednesday, June 10, 2020 at 7:00 p.m. at the City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas for the purpose of considering the following:

1. CALL TO ORDER
2. CALL OF ROLL
3. PLEDGE OF ALLEGIANCE
4. INVOCATION
5. CITIZENS FORUM

Citizens are invited to speak for three (3) minutes on matters relating to city government that relate to agenda or non-agenda items. Speakers are asked to stand up and approach the podium to address Council and give their name and address before sharing their comments.

Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.

6. COUNCIL INQUIRY

Pursuant to Texas Government Code Sect. 551.042, the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

INDIVIDUAL CONSIDERATION:

7. Presentation to scholarship recipients.
8. Discussion and possible action regarding Halloween Safe Streets and National Night Out.
9. Discussion and possible action to amend the permit fee schedule.
10. CITIZENS FORUM

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Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.

11. City Administrator updates.

12. COUNCIL INQUIRY

Pursuant to Texas Government Code Sect. 551.042, the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

EXECUTIVE SESSION

Public notice is given that the City Council may elect to go into Executive Session at any time during the meeting in order to discuss any matters listed on the Agenda when authorized by the provisions of the Open Meeting Act, Chapter 551 of the Texas Government Code, to receive advice from legal counsel, to discuss matters of land acquisition, personnel matters or other lawful matters that are specifically related to items listed on this Agenda. Prior to any such closed session, the Mayor, in open session, will identify the agenda item to be discussed and the Section or Sections of Chapter 551 under which the closed discussion is authorized.

Executive Session – According to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code as follows:

- i) Government Code § 551.071. Pending Litigation;
 - Harold Denton
 - ii) Government Code § 551.072. Deliberation Regarding Real Property;
 - David Memorial Drive
 - iii) Government Code § 551.074. Personnel Matters;
 - City Administrator Evaluation
- a) Consideration and if determined appropriate, take action resulting from the item(s) listed under Executive Session.

ADJOURN

The Council may vote and/or act upon each of the items listed on this Agenda. One agenda item will be discussed at a time unless logic and practical consideration allow similar topics to be considered together for purposes of convenience and efficiency. The Council may retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.

Any discussion item on the City Council agenda permits City Council to question the involved parties or receive a presentation by the involved parties.

City Hall is wheelchair accessible. A sloped entry is available at the entrance with specially marked parking spaces available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 281-298-5522 or Fax 281-367-2225 for information.

I certify that the attached notice of meeting was posted on the bulletin board at City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas, on the 4 day of June 2020 at: 5:35 o'clock p.m.


Courtney Clary, City Secretary





Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	<u>June 10, 2020</u>	ITEM NUMBER:	<u>8</u>
DEPARTMENT:	<u>Police</u>	PREPARED BY:	<u>Troye Dunlap</u>
PRICING:	<u>\$11,048</u>	EXHIBITS:	<u>Map</u>

SUBJECT/PROCEEDING:

Halloween Safe Streets and National Night Out

RECOMMENDED ACTION:

Accept the dates for both events and the location for Halloween Safe Streets

BACKGROUND/DISCUSSION:

This year staff recommends the following Halloween safe streets for the next two years. The advanced notice is to allow for residents to prepare in advance, taking advantage of discounted pricing on end of holiday sales for decorations.

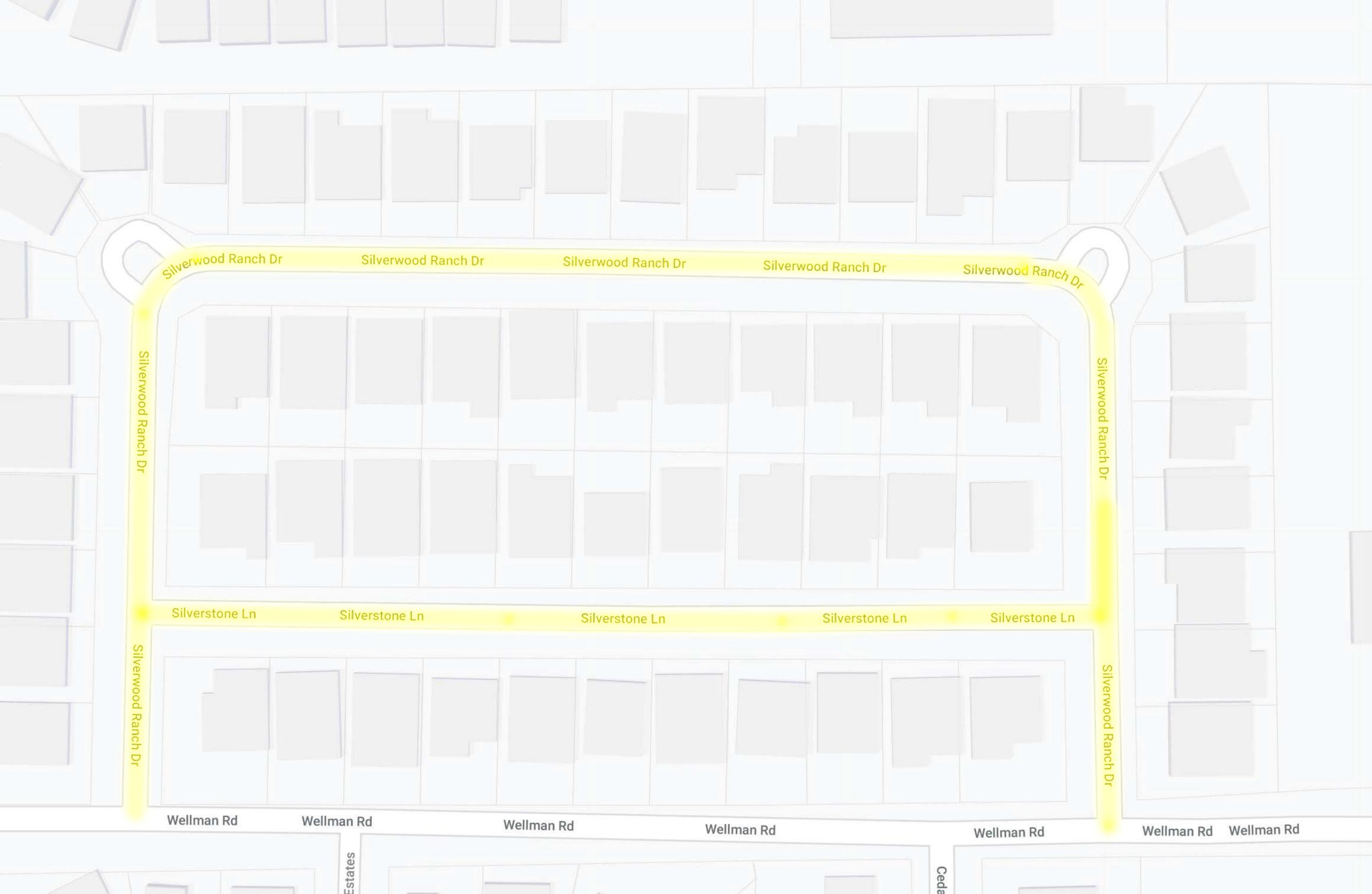
- 2020 - Cedarwood, Maplewood, Driftwood, Saddlewood, Thornwood, Cherrywood
- 2021 - Silverwood and Silverstone

Halloween Safe Street will be held on Saturday, October 31, 2020, from 6pm to 8pm.

Staff also recommends that National Night Out be held on October 5, 2020 at the city park.

APPROVALS:

DEPARTMENT HEAD		DATE:	<u>June 1, 2020</u>
CITY ADMINISTRATOR		DATE:	<u>June 5, 2020</u>



Silverwood Ranch Dr

Silverstone Ln

Silverstone Ln

Silverstone Ln

Silverstone Ln

Silverstone Ln

Silverwood Ranch Dr

Silverwood Ranch Dr

Wellman Rd

Estates

Cedar



Shenandoah City Council

AGENDA REPORT

AGENDA DATE:	<u>June 10, 2020</u>	ITEM NUMBER:	<u>9</u>
DEPARTMENT:	<u>Community Development</u>	PREPARED BY:	<u>Jackie Thompson</u>
PRICING:	<u>N/A</u>	EXHIBITS:	<u>Draft Fee Schedule</u>

SUBJECT/PROCEEDING:

Discussion and possible action regarding residential fee schedule

RECOMMENDED ACTION:

BACKGROUND/DISCUSSION:

City Council has prior discussed construction fees for residential additions. Proposed residential construction fees are as outlined below. All residential fees are paid by the general contractor at the time an application is submitted and includes all sub-contractors fees, plan review, and inspections.

- **New residential homes:** \$300 plus \$0.55 per square foot of air conditioned space (plus digital plan review fee and digitizing plans fee is applicable)
- **Residential pool greater than \$100,000:** \$300 plus digital review and digitizing fees for pools greater than \$100,000.
- **Residential pool less than \$100,000:** No Fee
- **All Residential Remodels, All Residential Additions, and independent trade permits:** No Fee

Language was added to page 2 of the fee schedule clarifying what an addition is. It reads “Additions are defined as construction, which adds new air conditioned space to an existing property which has been issued a Certificate of Occupancy”. In cases where properties are under construction by the builder and a certificate of occupancy has not yet been issued, if they modify plans to add additional air conditioned space, these would not be considered residential additions. In that case, the property is subject to permit fees (plan revision fees and the difference in permit cost based on the added square footage).

Council Member McLeod has provided an alternate proposal for residential additions for consideration. In this case, fees for residential additions would be based upon years since issuance of a certificate of occupancy of the home and consideration of air conditioned space to be added. Those fees would be structured as follows:

Residential Additions adding 25% or more of existing square footage and issued a certificate of occupancy within the last 5 years:

- Building Permit (includes all sub-contractors fees, plan review, and inspections) - \$300.00 plus \$0.55 per square foot of air conditioned space.

Residential Additions adding less than 25% of existing square footage or properties not issued a certificate of occupancy within the last 5 years:

- Building Permit (plan review and inspections) No fee

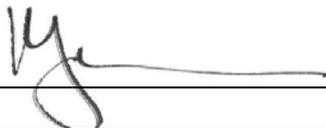
APPROVALS:

DEPARTMENT HEAD



DATE: June 5, 2020

CITY ADMINISTRATOR



DATE: June 5, 2020



Residential Permit Fee Schedule

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522

New Residential Home

- Building Permit (includes all sub-contractors fees, plan review, and inspections)\$300.00 plus \$0.55 per square foot of air conditioned space

Digital Plan Review

Digital sheets submitted for review (based on number of sheets submitted)

- 1-10 sheets\$15.00
- 11-20 sheets\$20.00
- 21-30 sheets\$25.00
- 31-40 sheets\$30.00
- 41-50 sheets plus\$50.00

Digitizing Plans

Paper plans converted to digital format (based on number of sheets submitted)

- 1-20 sheets\$25.00
- 21-50 sheets\$50.00
- 50 sheets plus\$75.00
*in addition to the digital plan review fee

Residential Pool greater than \$100,000

- Building Permit (includes all sub-contractors fees, plan review, and inspections).....\$300.00
*Cost valuation is only for work requiring a permit
*Digital plan review and digitizing fee also applies to pools greater than \$100,000.00

Residential Pool less than \$100,000

- Building Permit (includes all sub-contractors fees, plan review, and inspections)..... No fee
*Cost valuation is only for work requiring a permit
*Digital plan review and digitizing fee does not apply to pools less than \$100,000.00

Residential Remodels, Residential Additions

- Building Permit (plan review and inspections)..... No fee
- Trade Permits (Electrical, Mechanical, Plumbing)..... No fee
*Cost valuation is only for work requiring a permit.

Tap Fees

- Application Fee.....\$10
- Inspection Fee.....\$50
- Residential Sewer Tap.....\$450
- Residential Water Tap.....\$450
- Transponder Fee.....\$125

Other Fees

- Re-Inspection Fee (assessed after 2nd failed inspection)\$50
- Additional Plan Review (assessed after two reviews for each subsequent review).....\$250
- Additional Plan Review (assessed after plans approved).....1st review \$500 each additional review increase by \$250
- Investigation Fee (assessed for working without permit.....1st offense \$250. Each additional infraction \$1,000 per day
- After Hour Inspection.....1st hour \$300 each additional half hour \$150
- Large Format Scanning (11" X 17" and above) \$2 per sheet
- Roof, fence, irrigation, alarm, generator, demo No fee

Note: All permits shall be on display at the site of the project prior to any work being started. If a permit is not on display at the site or a permit has not been attained, the individual/contractor doing the work may incur an investigation fee of \$250.00 for the first offense and each additional infraction will increase to \$1,000.00 each day. This fee is in addition to any permit fees or criminal charges. If it has been determined that work has been done prior to pulling the permit the contractor must cease doing any further work until a permit has been issued unless it has been determined by the Director of Public Works and Community Development that it is an emergency situation. No fee permits do not imply that a permit is not required.

After hour inspections must be scheduled 72 hours in advance and must be cancelled 24 hours prior to inspection to avoid any penalties. The rate for the 1st hour is \$300.00 each additional half hour is \$150.00 each inspection is a one hour minimum.

Inspections must be cancelled by 8:30 a.m. the day of the inspection request in order to have the inspection cancelled. If the request is not cancelled by 8:30 a.m. fees will occur.

If an inspection fails and the re-inspection fee is applied, that fee must be paid prior to receiving any further inspections for that segment of the project.

If building plans have been approved, any additional plan sheets submitted after approval will require the Additional Plan Review fee of \$500.00 for the first review each additional review will increase by 250.00.

Additions are defined as construction, which adds new air conditioned space to an existing property which has been issued a Certificate of Occupancy.



Commercial Permit Fee Schedule

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522

Building Permit

Based on Cost Valuation (Valuation is based on estimate of work):

- \$0 – 50,000 \$1,200 for first \$1,000 plus \$8 for each \$1,000*
 - \$50,001 – 100,000 \$1,592 for first \$50,000 plus \$7 for each additional \$1,000*
 - \$100,001 – 500,000 \$1,942 for first \$100,000 plus \$4 for each additional \$1,000*
 - \$500,001 plus \$3,542 for first \$500,000 plus \$3.75 for each additional \$1,000*
- *or fraction thereof

Fire Plan Review Fee

Based on square footage

- 0-100,000 sq. ft. \$500 for the first 10,000 sq. ft. plus \$100 for each additional 2,000 sq. ft.*
 - 100,001 sq. ft. plus \$500 for the first 10,000 sq. ft. plus \$150 for each additional 2,000 sq. ft.*
- *or fraction thereof

Digital Plan Review

Digital sheets submitted for review (based on number of sheets submitted)

- 1-10 sheets \$15
- 11-20 sheets \$20
- 21-30 sheets \$25
- 31-40 sheets \$30
- 41-50 sheets plus \$50

Digitizing Plans

Paper plans converted to digital format (based on number of sheets submitted)

- 1-20 sheets \$25
 - 21-50 sheets \$50
 - 50 sheets plus \$75
- *in addition to the digital plan review fee

Single Trade Building Permit Fee (Mechanical, Electrical, Plumbing, Irrigation, Sign and Roofing)

Based on Cost Valuation (Valuation is based on estimate of work):

- \$0 – 50,000 \$160 for first \$1,000 plus \$5 for each \$1,000*
 - \$50,001 – 100,000 \$405 for first \$50,000 plus \$4 for each additional \$1,000*
 - \$100,001 – 500,000 \$605 for first \$100,000 plus \$3 for each additional \$1,000*
 - \$500,001 plus \$1805 for first \$500,000 plus \$2 for each additional \$1,000*
- *or fraction thereof

Existing Construction

- Certificate of Occupancy/Life Safety Inspections (existing commercial occupancy) \$450
- Listed/Registered/Licensed Child Care Home (care up to 12 children in primary care giver home less than 24 hrs.) \$100
- Licensed Day Care Centers (cares for 13 or more children under 14 years of age for less than 24 hrs.) \$150

- Public Schools (K-12)no fee
- All other Education Educational Facilities\$200
- Foster Home (licensed for 1-6 children).....\$50
- Foster Group Home (licensed for 6-12 children).....\$100
- Hospital or Nursing Home (per structure)\$325
- Other 24-hr Care Facility (such as residential treatment, personal care centers, or similar facilities).....\$250
- Demolition\$100

Fire Systems

- Fire Sprinkler (less than 200 devices).....\$200
- Fire Sprinkler (201 or more devices).....\$200 plus .50¢ per device
- Fire Alarm (less than 200 devices)\$200
- Fire Alarm (201 or more devices)\$200 plus .50¢ per device
- Ansul or Fixed Suppression System (per kitchen).....\$200
- Door Access Control (first 20 doors).....\$200
- Door Access Control (21 or more doors).....\$200 plus \$20 per door
- All Hazardous Material Occupancies (add to basic fee schedule, including service stations)\$250
- Smoke Control, Elev. Recall, Standpiping, Dry Pipe Hose Connections, Wall Hydrants, Fixed Chemical Suppression \$200 ea.
- Occupancy Load Evaluation \$50
- Fire Lane Design..... \$200
- Inspection Assistance (assistance prior to permitting)..... \$100
- Other Inspections (per inspector hour) \$50
- Fire Expedite (five working days or after hours) \$500
- Fire Re-inspection Fees ½ of original permit fee
-

Tap

- *Commercial Water.....2.5¢ per sq. ft.
- *Commercial Sewer2.5¢ per sq. ft.

Commercial taps are based on the square footage of the entire lot – not just the building footprint

Generator

- Generator Permit.....\$250

Temporary Meter

- Monthly Fee.....\$100
- Meter Deposit\$2,000

****Site Work Permits**

- Clearing Permit.....\$500
- Grading Permit\$500

Other Fees

- Re-Inspection Fee (assessed after 2nd failed inspection)\$50
- Additional Plan Review (assessed after two reviews for each subsequent review).....\$250 per 10 sheets

- Additional Plan Review (assessed after plans approved).....1st review \$500 each additional review increase by \$250
- Investigation Fee (assessed for working without permit).....1st offense \$250 Each additional infraction \$1,000 per day
- Fire Investigation Fee (assessed for working without a permit).....½ of the original permit fee
- After Hour Inspection.....1st hour \$300 each additional half hour \$150
- Fire After Hour Inspection.....\$500
- Large Format Scanning (11” X 17” and above) \$2 per sheet
- Temporary Trailer Permit.....\$100

Notes: All permits shall be on display at the site of the project prior to any work being started. If a permit is not on display at the site or a permit has not been attained, the individual/contractor doing the work may incur an investigation fee of \$250.00 for the first offense and each additional infraction will increase to \$1,000.00. If a fire permit is not on display at the site or a permit has not been attained, the individual/contractor doing the work may incur an investigation fee of ½ of the original permit fee. This fee is in addition to any permit fees or criminal charges. If it has been determined that work has been done prior to pulling the permit the contractor must cease doing any further work until a permit has been issued unless it has been determined by the Building Official that it is an emergency situation.

If the contractor’s declared building permit valuations appear unreasonably low staff can use International Code Council’s (ICC) most current valuation table to verify accuracy of declared value. If the declared building permits value is 10% less than the ICC’s determined value then staff can use the ICC value instead or staff can request the contractor to provide the bid to verify the declared amount.

If building plans have been approved any additional plan sheets submitted after approval will require the Additional Plan Review fee of \$500.00 for the first review each additional review will increase by \$250.00 .

After hour inspections must be scheduled 72 hours in advance and must be cancelled 24 hours prior to inspection to avoid any penalties. The rate for the 1st hour is \$300.00 each additional half hour is \$150.00 each inspection is a one hour minimum. Fire after hour inspections must be scheduled 72 hours in advance and must be cancelled 24 hours prior to inspection to avoid any penalties. The after hour inspection rate is \$500 per fire inspection.

Inspections must be cancelled by 8:30 a.m. the day of the inspection request in order to have the inspection cancelled. If the request is not cancelled by 8:30 a.m. fees will occur.

If an inspection fails and the re-inspection fee is applied that fee must be paid prior to receiving any further inspections.

**The fee for site work permits are included in the building permit if the plans are submitted with the building plans as on combined submission. If the plans are submitted separately the fees for the building permit and site work permits will be charged separately and in their full amounts.



Miscellaneous Fee Schedule

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522

Plat (Land Study, Amending, Development, Minor, Preliminary, Final)

- Plat Review\$375
- Legal Review\$200
- Engineer Review.....\$200

Zoning/Comprehensive Plan Amendment (Special Use Permit, Variance, Rezoning, Planned Development District, Text Amendment), all items requiring Public Hearing(s).

- *Zoning Amendment.....\$1,000
 - Legal Review\$200
 - Engineer Review (if applicable).....\$200
- *Any change in original application requiring a new posting of a public hearing will be an additional \$1,000.

Development Agreements

- City Template
 - Review Fee.....\$100
 - Legal Review\$200
 - Engineer Review (if applicable).....\$200
- Custom Agreement Drafted by Applicant
 - Review Fee.....\$200
 - Legal Review\$750
 - Engineer Review (if applicable).....\$750

Encroachment Agreement

- Application Fee.....\$100
- Legal Review\$100

Special Exceptions (Signs)

- Special Exception Fee\$500
- Legal Review\$100

Special Called Planning and Zoning Commission Meeting (Expedited process at the applicant's request)

- Special Meeting\$1,000

Annexation Agreements

- Application Fee.....\$500
- Legal Review\$250
- Engineering/Mapping Fee\$250

Copy of City Maps

- Ledger (11 X 17)\$2.50
- Arch C (18 X 24)\$5.00
- Arch D (24 X 36).....\$10.00
- Arch E (36 X 48)\$15.00

*Custom map sizes are available and are priced based on their proximity to the preceding scale, plus \$1.00 per sheet.

- All original fees will cover two reviews of submitted information. Each review thereafter that will be 50% of the original fee.