



CITY OF SPRING PARK  
CITY COUNCIL AGENDA  
AUGUST 6, 2018 – 7:00 PM  
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT MEETING AGENDA
4. ADOPT CONSENT AGENDA\*
  - a. Work Session Meeting Minutes from July 16, 2018
  - b. Regular City Council Meeting Minutes from July 16, 2018
  - c. Special Event Application No. 18-07 SP-EV and Temporary On-Sale Liquor License for Back Channel Brewery for event on August 29<sup>th</sup>
5. PUBLIC FORUM \*\*
6. PRESENTATIONS & GUEST SPEAKERS
7. PUBLIC HEARINGS
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
  - a. Ordinance 18-03: Amending Water & Sewer Utility Rates
10. REPORTS OF OFFICERS AND COMMITTEES
  - a. Mayor & Council
  - b. City Staff
  - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
  - a. August 6, 2018 Claims
13. UPCOMING MEETINGS & TRAINING
  - a. August 8 – Planning Commission – 7:00 PM
  - b. August 8 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
  - c. August 9 – LMCC – 7:00 PM
  - d. August 20 – City Council Work Session – 6:00 PM
  - e. August 20 – Regular City Council Meeting – 7:00 PM
  - f. August (date TBD) – Administration Committee – 12:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
15. ADJOURNMENT

---

\*The Consent Agenda lists those items of business which are considered to be routine, recommended for approval, and/or which need no discussion. The several separate items listed on the Consent Agenda are acted upon by one motion. There will be no separate discussion of these items unless a Council Member makes a request, in which event the item will be removed from the Consent Agenda and placed elsewhere on the regular agenda for Council discussion and action.

\*\* Under Public Forum individuals may address the City Council about any item not contained on the regular agenda. Each speaker should keep their statements to three minutes to allow sufficient time for others. The Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.



CITY OF SPRING PARK  
 WORK SESSION MINUTES  
 JULY 16, 2018 – 6:00 PM  
 SPRING PARK CITY HALL

**CALL TO ORDER** - The work session was called to order by Mayor Rockvam at 6:02 p.m.

Council Members Present: Jerry Rockvam, Mayor; Gary Hughes; Catherine Kane Palen; and Megan Pavot

Council Members Absent: Pamela Horton

Staff Present: Dan Tolsma, City Administrator; Mike Kuno, City Engineer; Nancy Jensen Beck, City Attorney (arrived 6:08 p.m.); and Theresa Schyma, City Clerk.

1. WATER & SEWER RATE DISCUSSION

City Engineer Kuno and City Administrator Tolsma reviewed the water and sewer rate increase options. They stated that the proposals have factored in depreciation and the expected lost revenue due to the billing change for multi-family housing.

Mayor Rockvam stated that depreciation and the increased charges from the Metropolitan Council need to be factored into the budget process so that rates are reviewed on an annual basis.

Council Member Hughes asked for clarification on how the changes will impact multi-family housing.

City Engineer Kuno stated that the change for multi-family housing is not in the rate that they are charged but in how they will be billed; they are currently billed as one account so they hit the higher tier more quickly. He added that they will now be billed differently using an average based on number of units so that they will not hit the higher tier so quickly.

City Administrator Tolsma responded that this billing change will provide some relief to multi-family housing.

Council Member Pavot stated that there is no guarantee that the relief will be passed on to their renters but she is hopeful that it will provide more reasonable rent increases in the future.

Mayor Rockvam stated that the three year proposal is a good start to resolve the funding issue. He further stated that future Councils should review rates on an annual basis; it is the fiduciary responsibility of the Council and needs to be done.

City Administrator Tolsma agreed and stated that rate review needs to be part of the budget process each year since minor increases are easier for residents to factor into their household budgets; we don't want the City to get back into this spot again in the future.

The Council consensus was that rates should be reviewed each year as part of the budget process.

City Administrator Tolsma stated that since the Council has a consensus about the proposed numbers and timeline being sufficient then City staff will post the draft ordinance for the required time so that it can be brought back to the Council for consideration at a future meeting.

## 2. SHORELINE DR PEDESTRIAN CROSSING DISCUSSION

City Engineer Kuno updated the Council on recent discussions with Hennepin County regarding a pedestrian push-button crossing on Shoreline Drive (CR 15) at the western portion of Bayview Place. He stated the County brought the issue to their Safety Committee and they don't want to do a push-button crossing in that area and suggested a pedestrian ramp crossing on the eastern side of Bayview Place with a possible pedestrian refuge area in the middle of Shoreline Drive. He added his concern is that a ramp is not going to stop people from crossing in a dangerous area; this is a safety issue. He is requesting feedback from the Council on how to proceed.

The Council questioned why the County believes the eastern side of Bayview Place is a better location for a crossing ramp.

City Engineer Kuno responded that the County believes a crossing on the western portion of Bayview Place would be too close to the nearest crossing.

Mayor Rockvam stated that there are two pedestrian push-button crossings in Orono that are extremely close together so he doesn't understand the County's logic in saying that a push-button crossing at Bayview Place is too close to the nearest crossing when the distance would be similar to the crossings in Orono.

Council Member Pavot stated that if there was a pedestrian push-button crossing with flashing lights then a pedestrian refuge area in the middle of Shoreline Drive would not be necessary.

The City Council consensus was to direct City Engineer Kuno to approach the County again and stress that the Council believes this is a safety issue and that a pedestrian push-button crossing on Shoreline Drive (CR 15) at the western portion of Bayview Place is necessary.

## 3. SMOKING AGE & TOBACCO SHOPS DISCUSSION

City Administrator Tolsma stated that Council Member Kane Palen asked staff to look into recent ordinance changes in other metro cities that changed the purchasing age for cigarettes to 21 years old in their municipalities. He asked Council to review information and provide feedback to staff to determine whether or not they would like to consider an ordinance in Spring Park.

Council Member Kane Palen discussed hookah and e-cigarette lounges.

City Clerk Schyma responded that she will research to see whether or not Hennepin County's "Clean Indoor" ordinances would cover the city and prevent hookah and e-cigarette lounges in Spring Park.

The City Council consensus was to have staff move forward with working on a draft ordinance to increase the cigarette purchasing age to 21 years old in Spring Park. They further directed staff to research the ordinances regarding hookah and e-cigarette lounges.

#### 4. MISCELLANEOUS

Council Member Kane Palen asked for an update on some of the City's infrastructure items.

City Engineer Kuno responded that the County has not sent out official word yet on whether or not Sunset Drive (CR 51) will be included in their CIP.

Mayor Rockvam stated that he would like to see some type of pedestrian walkway on Sunset Drive this year or next year since there are still dark spots and we need to give people an area to walk for safety.

City Engineer Kuno discussed options for improving pedestrian safety on Sunset Drive.

Mayor Rockvam asked what the next step is for the City Council.

City Engineer Kuno responded that he will contact the County to see where they are at with their CIP decision and question them on what the City can do in the interim to improve pedestrian safety on Sunset Drive. He believes the County would be receptive to striping.

Council Member Pavot asked if the County could count pedestrian traffic on Sunset Drive.

Council Member Kane Palen also discussed where the Council is at with the goals that were set at their 2017 goal-setting work session.

Council Member Pavot responded that the Council does need to move forward with removing the City's assessment policy

City Administrator Tolsma added that this is the time to be discussing these issues since the budget process is beginning soon.

Council Member Kane Palen requested an update on upgrading the playground equipment at the City's two parks.

City Administrator Tolsma stated that he recently spoke with the vendor and they have the project on their schedule for Fall 2018. If that schedule remains then the City could do a parks re-dedication in Spring 2019.

Mayor Rockvam asked about the cost of the upgrades and how the City is paying for it.

City Administrator Tolsma responded that there are three different options that will be presented with a range of prices. He further stated that the upgrades were put into the CIP.

5. ADJOURN - The work session was adjourned by unanimous consent at 6:59 p.m.

Date Approved: August 6, 2018

---

Dan Tolsma, City Administrator

---

Theresa Schyma, City Clerk



CITY OF SPRING PARK  
 CITY COUNCIL MINUTES  
 JULY 16, 2018 – 7:00 PM  
 SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Mayor Rockvam at 7:03 p.m.

Council Members Present: Jerome P. Rockvam, Mayor; Gary Hughes, and Catherine Kane Palen; and Megan Pavot

Council Members Absent: Pamela Horton

Staff Present: Dan Tolsma, City Administrator and Theresa Schyma, City Clerk

2. PLEDGE OF ALLEGIANCE – Mayor Rockvam led the audience in the Pledge of Allegiance.

3. ADOPT MEETING AGENDA

M/Hughes, S/Pavot to adopt the meeting agenda.

Motion carried 4-0.

4. ADOPT CONSENT AGENDA

- a. Work Session Meeting Minutes from June 18, 2018
- b. Regular City Council Meeting Minutes from June 18, 2018
- c. Resolution 18-14: Appointing Additional Election Judges

RESOLUTION NO. 18-14

RESOLUTION APPOINTING ADDITIONAL ELECTION JUDGES FOR THE  
 STATE PRIMARY ELECTION OF AUGUST 14, 2018 AND  
 THE GENERAL ELECTION OF NOVEMBER 6, 2018

This resolution appears as Resolution No. 18-14.

M/Pavot, S/Kane Palen to adopt the Consent Agenda.

Motion carried 4-0.

5. PUBLIC FORUM – None.

6. PRESENTATIONS & GUEST SPEAKERS

- a. Kandis Hanson – MNSPECT Update. Kandis Hanson, Relationship Manager for MNSPECT, provided the annual building permit and inspection report to the City Council.

Mayor Rockvam discussed the current upgrade projects at the West Arm Drive Townhome Association project. He further questioned how a project's valuation is calculated when a homeowner is completing a renovation and/or remodeling project themselves.

Ms. Hanson responded that the State Building Code determines how valuations are calculated.

The City Council thanked Ms. Hanson for visiting and providing the annual report.

7. PUBLIC HEARINGS – None.
8. PETITIONS, REQUESTS, & APPLICATIONS – None.
9. ORDINANCES & RESOLUTIONS – None.
10. REPORTS OF OFFICERS AND COMMITTEES
  - a. Mayor & Council - Council Member Hughes discussed recycling contamination due to recent stories in the news. He stated that recycling guide magnets are available at City Hall and encouraged residents to follow the guide so as not to contaminate their recycling.
  - b. City Staff – None.
  - c. Contract Staff – None.
11. NEW BUSINESS & COMMUNICATIONS – None.
12. CLAIMS FOR PAYMENT
  - a. July 16, 2018 Claims

M/Kane Palen, S/Hughes to approve all claims for payment.

Motion carried 4-0.
13. UPCOMING MEETINGS & TRAINING
  - a. July 25 – Fire Commission – 11:00 AM
  - b. July 25 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
  - c. August 6 – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
  - a. Mound Fire Department June Report
  - b. PeopleService May Report

Mayor Rockvam questioned if there was a projected impact on the upcoming budget for fire services due to the recent decision of Minnetonka Beach to drop out of the contract with Mound Fire.

City Administrator Tolsma responded that the budget issue will be discussed at the July 25 meeting. He added that he has already been in discussions with Fire Chief Pederson about options for lessening the budget impact for the remaining cities in the contract over the next few years.

Council Member Pavot asked if Minnetonka Beach was one of the smaller cities in the contract.

City Administrator Tolsma responded yes but it is still approximately \$100,000 that will factor into the budget process.

Mayor Rockvam commended Mound Fire Department for their response times and overall service.

15. ADJOURNMENT

M/Pavot, S/Hughes to adjourn the City Council Meeting at 7:18 p.m.

Motion carried 4-0.

Date Approved: August 6, 2018

---

Dan Tolsma, City Administrator

---

Theresa Schyma, City Clerk



## STAFF MEMO

BACK CHANNEL BREWERY SPECIAL  
EVENT – AUGUST 29<sup>TH</sup>

1. **BACKGROUND:** Back Channel Brewery is requesting a permit for a special event to be held in conjunction with their regularly scheduled artisan/farmers market on Wednesday, Aug. 29th. The event is schedule from 3:00p to 9:00p and is proposed to include outdoor live acoustic music from 4:00p to 8:00p, and would also allow for patrons to have alcoholic beverages in the market area. Both of these proposals (music & outdoor alcohol) are deviations from their typical artisan/farmers market events, which are allowed through a conditional use permit that was approved by the Council in May, therefore, a special event application is necessary. Additionally, a one-day temporary on-sale license is required and should be included in the motion if approved by the Council.

A list of draft conditions is attached for Council review. The event organizer will need to coordinate with the Mound Fire Department and the Orono Police Department prior to the event to ensure that all necessary safety precaution have been taken.



## DRAFT CONDITIONS

### BACK CHANNEL BREWERY SPECIAL EVENT – WEDNESDAY, AUGUST 29<sup>TH</sup>

---

#### SPECIAL EVENT CONDITIONS

1. Event organizer must obtain a one day temporary on-sale liquor license from the Minnesota Department of Alcohol & Gambling Division.
2. Any alcoholic beverages being taken outside of the principal building shall be limited to a defined area that must be demarcated with barriers. At no point shall any alcoholic beverages be allowed outside of the demarcated outdoor area or the principal building.
3. Live music (including music played by a DJ) will be permitted between the hours of 4:00 pm and 8:00 pm. Additionally, all noise shall comply with section 18-122 of the Spring Park City Code. In the event of legitimate complaints made to the Orono Police Department Back Channel Brewing shall be required to comply with any and all recommendations made by the Orono Police Department to bring the noise levels into compliance.
4. The event organizer must send notice of the event to all properties within 350 feet of the Brewery. The City will provide the event organizer with a list of properties to be notified.
5. Any additional conditions recommended by the Mound Fire Department and the Orono Police Department shall be complied with.

## ALCOHOL SECURITY PLAN + SITE PLAN



Map data ©2018 Google 20 ft

- VENDORS, SIDE BY SIDE, FORM "WALL" WITH SAFETY RAILS USED AS NEEDED TO KEEP AREA CONAINED (EXCEPT EXITS/ENTRANCES)
- (2) ENTRANCE/EXITS, BOTH STAFFED W/EMPLOYEE CHECKING ID'S, STAMPING ZIT.
- 1 EMPLOYEE ALWAYS IN MARKET AREA MONITORING.
- MUSIC IN FRONT GRASS. ACOUSTIC W/O-1 SPEAKER AS WE WANT CONVERSATION AND MARKET TO BE CENTRAL FOCUS.

**CITY OF SPRING PARK  
SPRING PARK, MN**

**ORDINANCE 18-03**

**AMENDMENT AND RESTATEMENT OF CITY CODE  
APPENDIX A – SCHEDULE OF FEES AND CHARGES**

<b>Chapter 1. General Administration</b>		
	<i>Administrative Citations and Fines</i>	
§1-14	General fines for violations/citations	
	First offense	100.00
	Second offense	150.00
	Third offense (and all subsequent offenses)	200.00
	Fines for violation of Chapter 11 – Dock Permits	See below
	Fines for violation of Chapter 34 – Lawn Sprinkling	See below
<b>Chapter 4. Alcoholic Beverages</b>		
	<i>Alcohol</i>	
§4-31(c)	Beer, 3.2 on-sale	532.00
§4-31(a)	Beer, 3.2 off-sale	80.00
§4-31 (b)	Taproom, growler off-sale	100.00
§4-31 (d)	Taproom, on-sale	2,000.00
§4-31(c)	Liquor, intoxicating on-sale (payable in 2 equal installments on 6/1 and 12/31)	10,050.00
§4-31(e)	Liquor, intoxicating Sunday sale	200.00
§4-31(a)	Liquor, intoxicating off-sale	100.00
§4-92	Wine, on sale	1,064.00
<b>Chapter 6. Amusements and Entertainments</b>		
	<i>Amusement Device</i>	
§6-163	Owner	293.00
§6-165	Operator	37.40
	<i>Dance</i>	
§6-62	Single event	45.00
§6-105	Dinner dance – (payable in 2 equal installments on 6/1 and 12/31)	2,658.50

	<b><i>Music Concert</i></b>	
§6-70A	Single Event	45.00
§6-70A	Season	1,600
	<b><i>Special Event</i></b>	Fee/Escrow
§6-192	Single Event Permit	100/250
	Single Event Permit with Live or Amplified Music	250/500
	Multi-Day Event Permit	250/1,000 + 100 for each additional day

### **Chapter 10. Buildings and Building Regulations and Signs**

	<b><i>Building Permit</i></b>	
§10-33	Permit fees	See Building Code Fee Schedule
	Plan review	See Building Code Fee Schedule
	State surcharge	See Building Code Fee Schedule
	<b><i>Mechanical Permit</i></b>	See Building Code Fee Schedule
	<b><i>Shed/Accessory Building Permit</i></b>	See Building Code Fee Schedule
§42-64	<b><i>Fence Permit</i></b>	See Building Code Fee Schedule
§10-98	<b><i>Sign Permit</i></b>	
	Temporary Sign Permit	35.00
	Permanent Sign Permit	75.00
	Permanent Sign Escrow Deposit	500.00
	Permanent/Temporary Sign Late Application Fee	50.00

### **Chapter 11. R-3 Docks**

§11-12	Annual application fee – dock permit	200.00
§11-31	Violation – 1 <sup>st</sup> offense	250.00
§11-31	Violation – 2 <sup>nd</sup> offense	500.00
§11-31	Violation – 3 <sup>rd</sup> offense	750.00

### **Chapter 12. Businesses**

	<b><i>Cigarette/Tobacco Products License</i></b>	
§12-82	License to sell	25.00

	<b><i>Massage Services</i></b>	
§12-213	Annual fee for establishment	250.00
§12-213	Investigation Fee for establishment license	150.00
§12-243	Annual Certificate to Practice Fee for person	100.00
§12-243	Investigation Fee – Certificate to Practice for person	150.00
<b>Chapter 13. Peddlers, Solicitors and Transient Merchants</b>		
§13-32	License	25.00
§13-32	Food Truck License	75.00
	Investigation Fee (if investigation is required by City Code)	150.00
<b>Chapter 26. Secondhand Goods</b>		
	<b><i>Pawnbroker</i></b>	
§26.61	License	25.00
§ 26-63	Investigation Fee	150.00
§ 26-64	Bond	1,000.00
<b>Chapter 28. Solid Waste Management</b>		
§ 28-62	<b><i>Solid Waste Collection License</i></b>	
	1 <sup>st</sup> Vehicle	50.00
	Each additional vehicle	25.00
§ 28-64	Performance Bond	1,000.00
<b>Chapter 34. Utilities</b>		
§ 34-251	<b><i>Plumbing permit</i></b>	See Building Code Fee Schedule
	<b><i>Public utilities</i></b>	
§ 34-41	Sewer minimum charge per quarter per unit	<del>7.50</del> <u>10.00 (2019)</u> <u>15.00 (2020)</u> <u>20.00 (2021)</u>
	Sewer (per 1,000 gallons)	<del>2.87</del> <u>3.02 (2019)</u> <u>3.17 (2020)</u> <u>3:33 (2021)</u>
	Sewer/Met Council Charge (per 1,000 gallons)	<del>2.88</del> <u>3.02 (2019)</u> <u>3.17 (2020)</u> <u>3:33 (2021)</u>
§ 34-11	Sewer connection	50.00

	Water minimum charge per quarter per unit	<del>12.00</del> <u>15.00 (2019)</u> <u>18.00 (2020)</u> <u>20.00 (2021)</u>
§ 34-192	Water (per 1,000 gallons)	0-8999 <del>2.50</del> <u>2.55 (2019)</u> <u>2.60 (2020)</u> <u>2.65 (2021)</u> 9000-17,999 <del>3.75</del> <u>3.83 (2019)</u> <u>3.90 (2020)</u> <u>3.98 (2021)</u> 18,000+ <del>5.00</del> <u>5.10 (2019)</u> <u>5.20 (2020)</u> <u>5.31 (2021)</u>
§ 34-221	Water connection	50.00
§ 34-224	Meter/radio read unit installation or removal	35.00
	Replace lost or damaged meter (due to tampering)	195.00
	Replace lost or damaged radio read unit (due to tampering)	140.00
	Turn on or turn off	30.00
	Frost plate replacement	25.00
	Repair of meter/mounting horn/radio read unit	40.00
	Test fee, residential per year	6.40
	Test fee, commercial per year	6.40
	Second water meter fee	335.00
§ 34-164	Special assessment search – water service application	10.00
§ 34-166	<b><i>Lawn Sprinkling Violations</i></b>	
	1 <sup>st</sup> violation	Written warning
	2 <sup>nd</sup> violation	50.00
	3 <sup>rd</sup> violation	75.00
	4 <sup>th</sup> violation	150.00
	Additional violations may result in misdemeanor prosecution	
	<b><i>Miscellaneous Fees</i></b>	
	Copies	0.25 per page after first 30 pages

	Zoning Ordinance book	Same as Copies
	City Code book	Same as Copies
	NSF check fee	30.00
	False alarm fee	1st 0.00 2 <sup>nd</sup> 0.00 3 <sup>rd</sup> 50.00 4 <sup>th</sup> 100.00 5 <sup>th</sup> + 250.00
	Candidate filing fee	2.00

<b>Chapter 42. Zoning/Planning</b>		
§42.15	<b><i>Land use (Single Family/2 Family Residential)</i></b>	Fee/Escrow
	Variance request	250/500
	Vacation of public street, right of way or easement	150/1,000
	Rezoning application	200/300
	Conditional use permit	200/500
	Simple lot combination	100/1,000
	Site Plan/Building Plan Review	250/750
	Subdivision – Concept Plan Review	0/0
	Subdivision – Preliminary Plat Review	300/1,000
	Subdivision – Final Plat	300/1,000
	Environmental Review	300/750
	Ordinance Amendment or Rezoning	200/300
	Appeals	0/0
	Administrative Approvals	50/100
§42.15	<b><i>Land use (Multi-family Residential &amp; Commercial Land Use)</i></b>	Fee/Escrow
	Variance request	300/1,000
	Vacation of public street, right of way or easement	300/500
	Rezoning application	300/500
	Conditional use permit	300/1,000
	Simple lot combination	300/1,000
	Site Plan Review	300/1,000
	Subdivision –Concept Plan Review	300/1,000
	Subdivision –Preliminary Plat Review	300/1,000
	Subdivision – Final Plat	300/1,000

	Environmental Review	300/750
	Ordinance Amendment or Rezoning	300/500
	Appeals	250/500
	Administrative Approvals	50/100

# CITY OF SPRING PARK BUILDING CODE FEE SCHEDULE

## Residential Fees

**(for permits that are issued over-the-counter and have flat-rate fees)**

*(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft<sup>2</sup> in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

### **Maintenance Permit Fees:**

- ✦ Re-Roof: \$38.50 (see handout for building permit requirements) + State surcharge
- ✦ Re-Side: \$38.50 (see handout for building permit requirements) + State surcharge
- ✦ Re-Window: \$38.50 replacement of same size windows (Exception: egress windows – see handout)
- ✦ Re-Door (Exterior): \$38.50 replacement of same-size exterior doors
- ✦ Garage (overhead) door: \$38.50 replacement of same size doors

### **Zoning Permit Fees:**

- ✦ Shed (under 200 sq. ft.) \$38.50; no state surcharge
- ✦ Fence (under 7' in height) \$38.50; no state surcharge
- ✦ Retaining Wall (under 4' in height) \$38.50; no state surcharge

(Sheds over 200 sq. ft., fences over 7' in height and retaining walls over 4' in height require building permits submitted for plan review and permit fees are based on valuation)

### **Plumbing Permit Fees:**

- ✦ New fixtures: \$5.00 per fixture with \$50.00 minimum fee
- ✦ Plumbing change outs (water heaters and water softeners): \$20.00 each plus state surcharge

### **Mechanical Permit Fees:**

- ✦ New appliances: \$38.00 each (furnace, air conditioner, in-floor heating system, gas water heater) plus state surcharge
- ✦ Gas Line (with mechanical permit): \$10.00 per gas line, \$20.00 minimum, plus state surcharge
- ✦ Gas Line only permit: \$45.00 plus state surcharge
- ✦ Fire Place insert – \$38.50 plus state surcharge
- ✦ Fire Place (masonry) – Building permit required; fee based on valuation

## Commercial Fees

(all projects not defined as residential above)

ALL Commercial permit applications require plan review, and permit fees are based on valuation (includes, reroof, re-side, re-window, and re-door).

Plumbing and Mechanical Permit Fees - Valuation Based Permits (1.25% of contract price) with minimum fees as follows:

- Building Permit minimum: \$75.00
- Plumbing minimum: \$55.00 + state surcharge
- Mechanical minimum: \$55.00 + state surcharge
- Gas line minimum: \$45.00 + state surcharge

Commercial Plumbing Plan Review:

Building Sewer and/or Water Service Only	\$150.00
Plumbing System:	
25 or fewer drainage fixture units	\$150.00
26-50 drainage fixture units	\$250.00
51-150 drainage fixture units	\$350.00
151-249 drainage fixture units	\$500.00
250 + drainage fixture units	\$3.00 X # of drainage fixture units (max. \$4,000)
Interceptors/Separators	\$70.00/each
Storm Drainage System Minimum	\$150.00
Internal Roof drain opening	\$50.00/each; max. of \$500.00
Storm Water Interceptor, Separator, or Catch Basin	\$70.00/each

Fire Sprinkler Systems require regular building permit; fees are based on valuation; no state surcharge

Fire Alarm Systems require regular building permit; fees are based on valuation

Demolition fees are based on valuation (contractor's cost estimate) and require a regular building permit

## Valuation Based Fees

(Residential and Commercial building permit fees when plan review is required):

<u>Value up to (and including):</u>	<u>Fee</u>	<u>For the first</u>	<u>Plus</u>	<u>For each additional:</u>
\$0 - \$500	\$38.50	\$500	-	-
\$500.01 - \$2,000	\$38.50	\$500	\$3.36	\$100 or fraction thereof
\$2,000.01 - \$25,000	\$88.90	\$2000	\$15.40	\$1000 or fraction thereof
\$25,000.01-\$50,000	\$443.10	\$25,000	\$11.11	\$1000 or fraction thereof
\$50,000.01-\$100,000	\$720.85	\$50,000	\$7.70	\$1,000 or fraction thereof
\$100,000.01-\$500,000	\$1,105.85	\$100,000	\$6.16	\$1,000 or fraction thereof
\$500,000.01-\$1,000,000	\$3,569.85	\$500,000	\$5.23	\$1,000 or fraction thereof
\$1,000,000.01 +	\$6,184.85	\$1,000,000	\$4.02	\$1,000 or fraction thereof

\*Pursuant to MN Rules Chapter 1300.0160 subpart 3, Building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

## Building Permit Related Fees – commercial and residential

- ✦ **Plan Check/Document Evaluation fee:** 65% of the Permit Fee for Residential and Commercial Projects. All valuation-based permits require plans/documents to be submitted for review
- ✦ **Residential Site Inspection (including initial S.E.C.),** required for all new construction (new homes, detached garages, accessory structures): \$45.00
- ✦ **Commercial Site Inspection (including initial S.E.C.),** required for all new construction (new buildings and accessory structures): \$90.00
- ✦ **S.E.C. (Soil and Erosion Control)** \$.0005 x permit valuation for all *Building* Permits except re-roof, reside, window replacement, decks & interior remodels. Minimum \$200.00 new home or commercial construction; minimum \$50.00 on any other non-exempt construction.
- ✦ **Demolition Permit Fees:** Based on valuation; regular building permit required.
- ✦ **Exterior Structures:**

Retaining Wall (over 4' in height):	based on valuation
Fence (over 7' in height):	based on valuation
Sheds (over 200 sq. feet):	based on valuation
- ✦ **Pre-moved in single family dwelling – code compliance inspection:** \$165.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- ✦ **Pre-moved in accessory structure – code compliance inspection:** \$125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- ✦ **Connection fee – Moved in structure:** \$275.00 (does not include foundation/interior remodel)
- ✦ **Manufactured home installation:** \$275.00 (does not include foundation/interior remodel) plus connection fees (if applicable)
- ✦ **Electric Permit fees:** See separate electric fee schedule

## State Surcharge Fees

**State Surcharge:** Schedule is based on the currently adopted State Surcharge Table – per MN Statute 326B.148

State Surcharge is applicable on all permits unless otherwise noted.

## Other Inspections and Fees

1. **Re-inspection Fee** - A re-inspection fee may be assessed for each inspection or reinspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Reinspection fees shall also be assessed when: 1) the address of the jobsite is not posted, 2) the inspection record card is not posted or provided at the worksite, 3) the approved plans are not readily available for the inspector, 4) full access to the site is not provided for the inspector, 5) the inspector is not met by the responsible individual (no show), 6) on residential (IRC) maintenance permits where corrections are required to be inspected, and 7) deviations from the approved plans occur without prior building official approval. Re-inspection fees are due on or before the re-inspection. Payment shall be made payable to the Municipality: **\$60 each**

2. **Inspections outside of normal business hours** (will include travel time both ways – 2 hour minimum): **\$120/hr**

3. **Inspections for which no fee is indicated, Miscellaneous and Special Services**

(1 hour minimum): **\$60/hr**

4. **Additional Plan Review required by changes, additions, or revisions to approved plans**

(½ hour minimum) **\$60/hr**

5. **Special Investigation fee (work started without obtaining a permit)** – applies whether permit is issued or not: **100% of permit fee**

6. **Copy charge** (black/white 8 ½ x 11) – per side \$.25/sheet

*Permit Valuation is based on supplied construction value with a minimum of the calculated value from the approved building department valuation schedule.*

Adopted by the City Council of Spring Park on the 6th day of August, 2018

City of Spring Park

By

\_\_\_\_\_

Jerome P. Rockvam, Mayor

Attest:

By

\_\_\_\_\_

Theresa Schyma, City Clerk