

Agenda Item Report

Mayor & Commissioners (Workshop)

June 10, 2024



SECTION: Old Business
ITEM: Review and discuss the city's draft Schedule of Fees.
SUBMITTED BY: Evan Miller, Assistant City Manager, Administration

PURPOSE

The purpose of this item is to review the fees established in City Code and discuss the first draft of proposed changes to these fees as recommended by city staff. By introducing these preliminary recommendations, we'd like to receive input from the public and Board of Commissioners.

BACKGROUND

During the April 8 Workshop Meeting, city staff introduced the Schedule of Fees. Since then, staff reviewed the fees and have made preliminary recommendations for changes to these fees. The City desires to have a holistic review of all fees being charged to ensure that the fees charged for services and permits adequately cover the costs incurred by the city in providing those services. Additionally, regularly reviewing the fees helps the city plan its budget more effectively. Fee reviews can help maintain fairness in the fee structure, adjusting fees to reflect changes in demand, usage, or the economic environment.

We are awaiting the Schedule of Violations, which is still being prepared by General Code. This will include a list of all violations established in City Code.

OPTIONS (COURSE OF ACTION)

Review and comment on the proposed changes to fees. Additionally, identify any other fees that are missing or should be removed from the code.

STAFF RECOMMENDATION

N/A

FINANCIAL IMPLICATIONS

Positive. This would ensure that the fees charged for services and permits adequately cover the costs incurred by the city in providing those services

BUDGET REVIEW

N/A

LEGAL REVIEW

N/A

PROPOSED MOTION

N/A

CDP AFFILIATION

Chapter 3 - Community Character and Profile

i) Continue to review current demands for City services, as well as the City's capability to continue to provide existing services on an annual budgetary basis, while identifying future revenue sources and operating expenses.

ATTACHMENTS/SUPPORT DOCUMENTS

[Rehoboth Beach Fee Schedule 2024 Proposed Changes](#)

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City of Rehoboth Beach

DRAFT Schedule of Fees

UPDATED JUNE 2024

Code Section	Subject	Fee
§ 1-31A	Security fee	\$10
§ 10-1	Returned checks	\$30
§ 55-2	Public Records	
	Black and white	
	Standard size pages	\$0.50 per page
	Sized larger than 11 inches by 17 inches	\$15 per page
	Minimum fee, per request	\$1
	Color printed	
	Standard size pages	\$1 per page
	Sized larger than 11 inches by 17 inches	\$45 per page
	Minimum fee, per request	\$1
	Printed adhesive labels	\$0.15 per label
	Published documents	
	Zoning Ordinance	\$30
	City Charter	\$30
	Subdivision Regulations	\$10
	Comprehensive Development Plan	\$40
	Zoning Map (black/white)	\$10
	Zoning Map (color)	\$30
	Administrative fees; labor costs	\$25 20/hr
§ 74-16	Charge for storage of signs removed by City	\$5 max. per day
§ 92-11.1	Vehicle impoundment	\$20 max. per day
§ 92-42A	Electric vehicle cost of energy	\$1 per hour
§ 92-49C	Bus parking 8:00 a.m. to 12:00 midnight	\$250
	Bus parking 12:00 midnight to 8:00 a.m.	\$100

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§ 92-101	Court cost, trial or guilty plea	\$35 20
	Court cost, voluntary assessment	\$20 15
§ 92-263C	Parking permits	
	Seasonal nontransferable	\$295. Effective August 1 of any season, said fee shall reduce to \$150
	Seasonal transferable	\$325. Effective August 1 of any season, said fee shall reduce to \$165
	Weekly	\$120
	Three-day weekend	\$60
	Daily	\$25
§ 92-264E	Parking spaces located at the City's Deauville Beach parking lot	\$50 for daily parking
§ 92-275A	Motor scooter parking permits	\$55 per season
§ 98-16	Vehicle boardwalk permit	\$25
§ 102-10	Building Code fees	
	Schedule A. Construction, renovation, repair or alteration of buildings containing fewer than three dwelling units and all related appurtenances	Three Two percent of building/construction cost; no fee shall be required for the permit if the cost is \$500 or less
	Schedule B. Construction, renovation, repair or alteration of buildings containing three or more dwelling units, all commercial construction, renovation, repair or alteration and all related appurtenances	Four Three percent of building/construction cost; no fee shall be required for the permit if the cost is \$500 or less
	Schedule C	
	Moving of any building or structure which has no more than one story and whose square footage is less than 750 square feet, on or over the streets of the City	\$500, and there shall be a secured bond posted with the City in the amount of \$2,500

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	Moving of any building or structure over one story and/or having a square footage of 750 square feet or more, on or over the streets of the City	\$1,000 and a secured bond shall be posted with the City in the amount of \$20,000
	Schedule D	
	Demolition of any building or structure less than 750 square feet and with no connection to the City's water or sewer lines	\$300
	Demolition of any building or structure less than 750 square feet and with connections to the City's water or sewer lines	\$500
	Demolition of any building or structure having a square footage of 750 square feet or more and/or having a connection to the City's water or sewer lines	\$3,000. There shall also be a secured bond posted with the City in the amount of 20% of the cost of demolishing said building or structure with a minimum bond of \$2,000
	Schedule E. Signs:	
	Real estate signs for the rent or sale of a dwelling or a structure and construction signs	\$10
	All other signs	\$75 50
	Schedule F	
	For all residential construction:	
	Plan review of minor residential construction, such as decks, porches, and interior renovations, etc.	\$25
	Plan review of all major residential construction, such as additions, structural interior and exterior renovations, etc.	\$300 200
	Plan review of the new construction of one dwelling unit	\$750 500
	Plan review regarding residential construction of more than one dwelling unit	\$750 500 plus \$50 10 per dwelling unit
	For the building plan review of all proposed commercial construction:	

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	Plan review of minor commercial construction, such as decks, porches, interior renovations, etc.	\$150
	Plan review for major commercial construction, such as additions, structural interior and exterior renovations, etc.	\$500 300
	Plan review of all new construction not involving minor or major interior or exterior renovations	\$1,500 1,000
	Schedule G	
	Review of site plans for residential subdivisions:	Minor subdivisions: \$200 Major subdivisions: \$400
	Review of site plans for commercial subdivisions	Minor subdivisions: \$400 Major subdivisions: \$800
	All other review of site plans for planning and zoning purposes for any other residential construction	\$100
	All other review of site plans for planning and zoning purposes for any other commercial construction	\$600
	Schedule H. At any time a builder schedules an inspection for footers, framing, energy and final inspection by a Building Official or his designee, and the Building Official or his designee arrives at the job site and is unable to complete the aforesaid inspections due to the stage of the construction not being ready for the inspection	\$100 25 for each such failed inspection
	Schedule I. Plumbing permit fee	\$25 plus \$5 per fixture
	Schedule J. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits	Penalty fee of three times the required permit fees
§ 102-11	Permit processing fee	\$30 20
§ 102-61	Request for a license to erect an encroachment into and over public property	\$325

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§ 120-6	Appeal of decision of City Manager	\$50
§ 120-10	Unclassified license	\$50
§ 120-12	Appeal from determination of assessment or revocation	\$100
§ 120-17A	Establishment for the sale of alcoholic liquors for consumption on the premises, which license shall include the right to sell, in connection therewith, tidbit food items	\$750 650
§ 120-17B	Establishment for the sale of alcoholic liquors sold only in package form, which license shall	\$400 325
	include the right to sell in connection therewith soft drinks, water, etc.	
§ 120-17C	Establishment for the sale of any merchandise and/or commodities by way of auction or downscale selling	\$400 325
§ 120-17D	Automobile agency (open lot otherwise licensed)	\$400 325
§ 120-17E	Establishment for the sale of any other merchandise and/or commodities and/or combination thereof	\$400 325
§ 120-18A	Place of amusement or exhibition under one roof and in single and separate ownership	\$400 325
§ 120-18B	Bank, finance company or building and loan association or trust company	\$645 525
§ 120-18C	Bicycle rental and/or vehicle rental and/or service establishment	\$400 325
§ 120-18D	Bus terminal	\$225 160
§ 120-18E	Machine or similar device which is kept, maintained or exhibited for the use or amusement of the public	\$78 64 per machine
§ 120-18F	Automatic slot machine	\$78 64 per machine
§ 120-18G	Product-dispensing vending machine	\$60 50 per machine
§ 120-18H	Service machine (washer, dryer, etc.)	\$60 50 per machine
§ 120-18J	Pool table in any establishment	\$88 72 per table
§ 120-18K	Dance hall or nightclub charging a separate admission fee, cover charge or minimum table charge	\$400 325
§ 120-18N	Commercial parking lot	\$400 325
	Commercial parking lot (under roof)	\$400 325

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§ 120-18O	Skating rink	\$400 ³²⁵
§ 120-18R	Shows, plays, concerts and theatrical traveling performances given by professionals and sponsored as a business enterprise	\$400 ³²⁵
§ 120-18S	Theater, show house, opera house and moving-picture house	\$400 ³²⁵
§ 120-18T	Other person, firm or corporation providing facilities for use and/or entertainment not hereinbefore mentioned	\$400 ³²⁵
§ 120-19A	Auctioneer, excluding those employed exclusively by a licensee under § 120-17C	\$340 ²⁷⁵
§ 120-19B	Barbershop or establishment, including the privilege of selling, in connection therewith, beauty supplies	\$400 ³²⁵
§ 120-19C	Massage establishment within the City	\$400 ³²⁵
§ 120-19D	Massage therapist	\$135 ¹¹⁰
§ 120-19E	Street decorator and/or advertiser soliciting his own business and collecting from merchants	\$400 ³²⁵
§ 120-19F	Dry-cleaning, pressing and/or laundry establishment	\$400 ³²⁵
§ 120-19G	Contractor engaged in building, alteration, repairing, remodeling, construction and/or maintenance of buildings who does not operate out of an office or warehouse located within the City limits	\$340 ²⁷⁵
§ 120-19H	Contractor engaged in building, alteration, repairing, remodeling, construction and/or maintenance of buildings who operates out of an office or warehouse physically located within the City	\$400 ³²⁵
§ 120-19I	Employment agency	\$400 ³²⁵
§ 120-19J	Pawnbroker or loan establishment	\$400 ³²⁵
§ 120-19K	Photography establishment, including film development and the privilege of selling, in connection therewith, photographic equipment and supplies	\$400 ³²⁵
§ 120-19L	Printing and/or newspaper publishing establishment	\$400 ³²⁵
§ 120-19M	Person engaged in rendering professional services, with offices in the City	\$400 ³²⁵

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§ 120-19N	Person licensed by the State of Delaware as a real estate broker and/or rental agent and/or insurance agent doing business in the City	\$ 400 ³²⁵
§ 120-19O	Person employed by a real estate broker as a real estate salesperson or rental agent	\$ 400 ¹¹⁰
§ 120-19P	Shoemaking and/or repairing and/or shoe-shining establishment, including the privilege of selling, in connection therewith, shoestrings, shoe-cleaning materials, shoe supplies and the like	\$ 200 ¹⁶⁰
§ 120-19Q	Person, firm or corporation engaged in the business of repairing and/or servicing and/or installation of radio or television	\$ 400 ³²⁵
§ 120-19T	Taxicab, jitney or horse-drawn vehicle for transportation of passengers	\$ 400 ³²⁵
§ 120-19U	Pet walking service	\$ 120 ⁹⁵
§ 120-19V	Person, firm or corporation providing the following:	
	Conjuration	\$1,500
	Dealing with spirits	\$1,500
	Divining	\$1,500
	Telling fortunes	\$1,500
	Inspection of leaves or crystal balls	\$1,500
	Palm reading	\$1,500
	Phrenology	\$1,500
§ 120-19W	Person, firm or corporation engaged in providing lawn cutting services, not to include landscaping	\$ 120 ⁹⁵
§ 120-19X	Person, firm or corporation providing services not hereinbefore mentioned, with an office or warehouse in the City	\$ 400 ³²⁵
§ 120-19Y	Pedicab	\$ 45 ³⁵
§ 120-19Z	Person, firm or corporation providing services not hereinbefore mentioned, without an office in the City	\$ 340 ²⁷⁵
§ 120-20A	Hotels, motels, inns, rooming houses or boardinghouses or private houses offering rooms for private rental	\$ 50 ²⁶ per room
§ 120-20B	Apartment of more than one room with private bath, cottage or home	\$ 200 ⁵⁰
§ 120-20C	One-room apartment with bath	\$ 100 ⁴¹
§ 120-20D	Cabin	\$ 200 ³³

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§ 120-20E	Restaurants and/or eating establishments not serving alcoholic beverages	\$ 400 ³²⁵
	Restaurants and/or eating establishments serving alcoholic beverages	\$ 750 ⁶⁵⁰
§ 120-20F	Each bedroom in excess of two in an apartment, cottage or home	\$ 50 ²⁰
§ 120-20G	Efficiency apartments, one room only and bath	\$ 100 ⁴¹
§ 120-21	Exhibitors in convention hall event who do not hold a valid Rehoboth mercantile license	\$ 15 ¹² per event
§ 120-22A	Soliciting agents selling books, magazines, etc., or taking orders for subscriptions (local students exempt)	\$ 105 ⁸⁷
§ 120-22C	Photographers working on the streets as a principal part of their business and/or soliciting	\$ 400 ³²⁵ each camera
§ 120-22D	Person, firm or corporation whose place of business is not within the corporate limits of the City, but who is engaged in the business of supplying to the inhabitants of the City commodities, including but not limited to fuel, oil, gasoline, kerosene or milk, or services, including but not limited to laundry, dry cleaning or other commodities	\$ 105 ⁸⁷
§ 120-22E	Other solicitor, peddler or hawker engaged in selling any and all merchandise and/or commodities, not hereinbefore mentioned	\$ 400 ³²⁵
§ 120-23B	Unlicensed solicitor	\$1
§ 129-4B	Condominium conversion license	\$ 400 ³²⁵ per unit
§ 134-10	Dance hall establishment permit	\$ 350 ²⁷⁰ per year or any part thereof
§ 148-18	Farmer's market permit	\$500 for the season
§ 183-8	Massage business permit	\$ 250 ¹⁵⁰ per year or any part thereof

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	Masseurs permit	\$ 150 50 per year or any part thereof
194-5H	Valet parking permit	\$250
	Should the City Manager designate metered parking spots as a part of said unloading/loading points, he shall contract with the permit holder for payment of lost revenues from said meters	\$6 per day per meter
§ 206-7A	Rental pool license	\$ 100 50 annually
§ 206-7B	Private pool license	\$ 100 50 one-time fee
§ 215-10A	Restaurant permit holder appeal processing fee	\$500
§ 215-13	Application for a permit of compliance	\$1,250, which fee shall include any supplemental permits of compliance requested at the same time, however a supplemental permit of compliance application filed independent of a permit of compliance shall be accompanied by fee of \$1,250
§ 215-24	New application or reapplication for a license for outdoor dining on public space	\$150. Upon granting of the license, the applicant shall pay an additional annual nonrefundable fee of \$325
§ 220-2A	Water service	
	Meter Size (inches)	Ready to Serve Charge
	1 and smaller	\$10.56
	1 ½	\$10.24
	2	\$12.80
	3	\$25.61
	4	\$51.21

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	6 and larger	\$102.43
	Base volume charge	\$6.30 per 1,000 gallons of metered water consumption
§ 220-10B	Restoring water service which has been discontinued	\$200 30
§ 220-19E	Water connection charges	
	<u>1-Inch Water Service</u> 1-inch service: \$580 1-inch meter, pit and lid: \$1,500 Street breakage excavation and replacement fee: \$1,000 TOTAL: \$3,080 New 1-inch water service capitalization fee: \$2,500 2,000	
	<u>1-Inch Water Service w/2 1-Inch Meters per § 220-18</u> 1-inch service: \$830 2 1-inch meters, pit and lid: \$2,568 Street breakage excavation and replacement fee: \$1,000 TOTAL: \$4,398 New 1-inch water service capitalization fee: \$2,500 2,000	
	<u>1 1/2-Inch Water Service</u> 1 1/2-inch service: \$831 1 1/2-inch meter, pit and lid: \$2,598 Street breakage excavation and replacement fee: \$1,000 TOTAL: \$ 4,429 New 1 1/2-inch water service capitalization fee: \$5,000 4,500	
	<u>2-Inch Water Service</u> 2-inch water service: \$1,250 2-inch meter, pit and lid: \$3,350 Street breakage excavation and replacement fee: \$1,000 TOTAL: \$5,600 New 2-inch water service capitalization fee: \$9,000 8,000	
	1 1/2-Inch Water Service w/1-Inch Meter for House using Type "R" or "D" Sprinkler System	
	1 1/2-inch service: \$831 1-inch meter, pit and lid: \$2,136 Street excavation and replacement fee: \$1,000 TOTAL: \$3,967 New 1-inch water service capitalization fee: \$2,000	

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	<u>2-Inch Water Service w/1-Inch Meter for House using Type "R" or "D" Sprinkler System</u> 2-inch service: \$1,250 1-inch meter, pit and lid: \$2,392 Street excavation and replacement fee: \$1,000 TOTAL: \$4,642 New 1-inch water service capitalization fee: \$2,000	
§ 220-19F	Water Service	Capitalization Fee
	3-inch	\$18,000
	4-inch	\$32,000
	6-inch	\$72,000
§ 220-19G	Service	Charge
	Concrete removal and replacement	\$5 per square foot
	Dewatering pumping	\$15 per hour
	Well points (minimum charge)	\$250
§ 220-22A	Requests for water turn-on or turnoff of a nonemergency nature during normal working hours (requested at least 24 hours in advance)	\$50 <u>if greater than 48 hours notice.</u> \$75 <u>if between 24 and 48 hours notice.</u> \$100 <u>less than 24 hour notice.</u>
	Emergency water turnoff before or after normal working hours	\$150 100
	Nonemergency water turn-on or turnoff request before or after normal working hours	Rate determined by the City Manager, but not less than \$200 150
§ 220-23	Permit for use of fire hydrant	\$150 50, plus a charge for the water used, calculated on the prevailing in-town <u>out-of-town</u> City water rate per 1,000 gallons
§ 220-25B	Owners request to have their water meter tested by the City for accuracy	\$50 30
§ 220-27A	Sewer service charges	
	Water Meter Size (inches)	Ready to Serve Charge
	1 and less	\$31.05

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	1 ½	\$30.11
	2	\$37.63
	3	\$75.26
	4	\$150.53
	6 and larger	\$301.06
§ 220-27B	Base volume sewer service charge	\$ 18.81 14.70 per 1,000 gallons of metered water consumption
§ 220-32	Charge for reconnecting water service to any property whose water service has been disconnected for nonpayment of the sewer service charge	\$ 200 30
§ 220-35B	Sewer connection and lateral replacement charges	
	Category	Charge
	Lateral replacement or installation	
	6-inch SDR PVC pipe	\$60
	2 each 6-inch 45-degree bends	\$45
	1 each 6-inch wye	\$26
	1 each 6-inch cleanout	\$27
	1 each 6-inch cleanout cover	\$82
	Labor and equipment	\$1,000
	Street excavation	\$1,000
	Total	\$2,240
	Category	Charge
	New sewer connection	
	Add for sewer tap	\$200150
	Total	\$2,390
	New water service installed at the same time and in a common trench with a new or replacement sewer lateral, total street break excavation charge for both	\$1,500
§ 220-35C(4)	Where the sewer main is at a depth of greater than six feet, the sewer tap shall be done by the City at a cost to the property owner	\$150

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§ 220-36C	Request made during normal working hours for the City to repair or clear a blockage that is not within the sewer main	\$30	
§ 220-36D	Request made before or after normal working hours for the City to repair or clear a blockage that is not within the sewer main	\$100	
§ 220-39B(2)	Initial sewer impact fee for new users	\$2,346 per EDU	
§ 227-24	Fees for residential collection		
	Use	Less than 6 months seasonal	Yearly
	Condominiums	\$275	\$300
	Rental units	\$275	\$300
	Single-family dwellings	\$275	\$300
§ 227-24.A A	Valet collection of residential garbage and refuse		
	One waste container	\$300 per year	
	Two waste containers	\$420 per year	
	Three waste containers	\$540 per year	
§ 227-24.A B	Valet collection, one-time fee	\$85 50 per waste container	
§ 230-6	Special event permit	Nonrefundable processing fee of \$50 and deposit of \$550	
§ 230-8C	If the City Manager reasonably concludes that the cost of the cleanup after the special event will exceed \$2,500	Deposit of \$2,500	
§ 232-44B	Street excavation performance bond	\$2,000	
§ 232-45	Street excavation permit application	\$25	
§ 232-52	Application for a license to erect utility poles or run cables	\$5	
§ 232-53	Appeal of a decision of the City Manager	\$50	
§ 232-59	Curb cut inspection fee	\$25	

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§ 236-4A	Partitioning	\$1,000 plus \$200 per lot
§ 236-4B	Lot consolidation	\$1,000 plus \$200 per lot
§ 236-4C	Minor subdivision	\$2,000 plus \$300 for each lot
§ 236-4D	Major subdivision	\$3,000 plus \$500 for each lot
§ 236-6B		
	Filing an appeal to the Commissioners	\$150
§ 236-36		
	Site plans requiring Planning Commission review and approval, except for those referred by the Building Inspector	\$500
§ 241-8		
	Permit for a tattoo or body piercing establishment	\$400 250 per year or any part thereof
	Permit fee for each person employed on the premises who will do tattooing or body piercing under the direction of a physician or osteopath	\$150 70 per year or any part thereof
§ 250-5		
	Motor bus franchise permit or renewal	\$1 for each and every motor bus authorized to be operated
§ 250-23B and C		
	Exclusive one space parking stand for any taxicab or jitney	\$5
	Any permission to park taxicabs on Rehoboth Avenue shall remain in effect until December 31 of the calendar year during which it was first granted and, unless sooner revoked, may be renewed from year to year by the holder thereof by paying to the City Manager for the use of the city the sum of \$5 at any time prior to January 5 of each calendar year thereafter.	
§ 253-24D		
	Tree plan review	\$100

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§ 253-25E	Tree removal permit	\$25 per tree, plus a fee for the total cumulative diameter of trees removed
	Four to 15 inches	\$50
	Sixteen to 24 inches	\$100
	More than 24 inches	\$300
§ 253-29B(1)	Fee in lieu of mitigation	\$1,200 for each replacement tree required
§ 253-30B	Appeal of a decision of the City Arborist	\$450
§ 253-31	Appeal of a decision of the Shade Tree Commission	\$250
§ 270-28B	Applications for an administrative variance	\$100
§ 270-46.1.2A(2)(d)	Nontower WCF permit	\$250
§ 270-46.1.2B(1)(o)	Tower-based WCF permit	\$250

Convention Center	Deposit	50% and \$200 security deposit check
Convention Center	Monday – Thursday	\$600
	Friday – Sunday	\$1,500
Convention Center (Non-Profit)	Monday – Thursday	\$550
	Friday – Sunday	\$1,000
Conference Room 1	Monday – Thursday	\$150
	Friday – Sunday	\$150
Conference Room 3	Monday – Thursday	\$150
	Friday – Sunday	\$150
Kitchen	Monday – Thursday	\$175
	Friday – Sunday	\$175
Electric Tour Drop (Per event)	Monday – Thursday	\$250
	Friday – Sunday	\$250
Trash	Monday – Thursday	\$50
	Friday – Sunday	\$50
IT/Internet	Monday – Thursday	\$150
	Friday – Sunday	\$150

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Water Shut Off	Shut off	\$50
	Turn on/Restoration M-F 8:30AM – 3PM	\$50
	Turn on/Restoration after hours	\$150
Water New Service Inspection	Greater than 48-hour notice	\$50
	24-48 hour notice	\$75
	Less than 24-hour notice	\$100
Bulk water		\$25 per load plus our of town rate per 1000 gallons
Miscellaneous	Hydrant flow test	\$200
	Customer requested meter re- read (waived if no issue is found)	\$50
Refuse	City refuse container	\$85
	City yard waste container	\$70
Weddings		\$200 with \$150 refundable.
Special Events	Application Fee	\$10050