



MEMORANDUM

FROM: James Clinch, Assistant City Manager
DEPT: City Manager
TO: Mayor and Council
DATE: 1/10/2023

SUBJECT: Schedule of Application Fees and Charges for Use of Public Right-of-Way and Other Public Property

BACKGROUND:

At the December 13th City Council meeting, staff presented a text amendment to Article V, Public Right-Of-Way and Public Property Permits, Sections 62-121 through 62-129 to modify regulatory standards for the use of these areas. Staff was directed to establish an application fee schedule. Based on our research of other municipalities and estimated administrative costs, staff has establish an application fee structure that will account for the cost of processing the application. The code reserves the ability for City Council to establish an additional public space fee for use of the space in the future by Resolution.

Based on staff research and discussion with Council, staff provides the following intended schedule of application fees:

Approval Type	Application Fee
Special Event Permit	\$50.00
Display of Merchandise	\$50.00
Outdoor Dining (New)	
• 20 seats or Less	\$100.00
• More than 20 seats	\$150.00
Outdoor Dining (Modification)	\$50.00

REQUESTED ACTION: Informational only.

Yes N/A

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | City Attorney Reviewed/Approval |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Risk Management Review |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Finance Department Review/Approval |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Funds Availability (account number): Click or tap here to enter text. |

cc: Kelly Fernandez, City Attorney