

AS ACTED UPON DURING A DULY NOTICED OPEN MEETING OF THE TOWN BOARD OF THE TOWN OF HENRIETTA, COUNTY OF MONROE, STATE OF NEW YORK, HELD AT THE HENRIETTA TOWN HALL AT 475 CALKINS ROAD, HENRIETTA, NEW YORK ON MAY 29, 2024 AT 6:00 P.M.

RESOLUTION #11-187/2024 To update the food truck fees on 2024 Building and Fire Prevention fee schedule.

On Motion of
Councilmember Bellanca

Seconded by
Supervisor Schultz

WHEREAS, food trucks, food trailers, and related portable food service equipment need to be inspected by the Fire Marshal or their representative on an annual basis; and

WHEREAS, food trucks that wish to set up shop at a parcel on a regular basis are essentially competing with restaurants in the area and should be paying a permit fee to do so, since restaurants have to pay property taxes on their restaurant and the playing field should be level; and

WHEREAS, these are two distinct actions, a certificate of inspection and a permit to operate at a specific location, therefore the Town is splitting the current \$475 single permit charge into two separate charges:

- \$75 for the annual fire inspection
- \$400 for a permit to operate at a specific location; and

WHEREAS, all food trucks that operate in the Town of Henrietta, even if just for a single event, require the annual fire inspection, but only those food trucks operating regularly at a specific locations require the operation permit – the food trucks operating at a single event may do so through the managing organization’s event permit.

THEREFORE, BE IT RESOLVED, that the Town of Henrietta replaces the existing Food Trucks portion of the Building and Fire Prevention Schedule under § A301-2[A], seen here:

Food Trucks [N/A]	Fee
Food truck permit	\$475
Yearly renewal	\$375

with the new schedule seen here:

Food Trucks [N/A]	Fee
Annual fire prevention inspection	\$75
Permit to operate at a specific location	\$400

Duly put to a vote:
 Councilmember Page Aye
 Councilmember Bellanca Aye
 Councilmember Barley Aye
 Councilmember Stafford Aye
 Supervisor Schultz Aye

RESOLUTION ADOPTED

Exhibit A
Town of Henrietta
Building and Fire Prevention Fees
Effective January 1, 2024

§ A301-2. Department of Building and Fire Prevention Fee Schedule with **[Project Size in brackets]**

TYPE	FEE
New structures [M]	
Residential	
One- and two-family dwellings	\$0.30/sf
Apartments and townhouses	\$0.50/sf
Commercial and industrial	
Commercial and industrial	\$0.50/sf
Large Project Surcharge [L]	
Commercial and industrial (over \$500,000) (new construction, additions, renovations)	(below values are cumulative)
Up to the first \$100,000,000 in project cost	\$0.008 x project cost
Over \$100,000,000 and up to \$200,000,000 in project cost	\$0.006 x project cost over \$100,000,000
Over \$200,000,000 in project cost	\$0.004 x project cost over \$200,000,000
Late Permit Project Surcharge [S/M/L] †	
When Permit is filed after construction has started	50% of base permit fee
When Permit is filed after construction has completed	100% of base permit fee
Renovation/Alteration [M]	
Residential	\$75
Commercial and industrial	\$0.50/sf + \$150
Building Additions [M]	
Residential	Minimum \$75 or \$0.25/sf
Commercial and industrial	Minimum \$200 or \$0.50/sf
Accessory Structures [S/M – see below]	
Residential	
Garage [M]	\$75
Deck/porch [S]	\$75
Sheds [S]	\$35
Pole barn or other similar structure [M]	\$135
Gazebo/Pergola [S]	\$50
Ramps [S]	\$0
Sunroom [S]	\$50
Carport [S]	\$50
Re-roof [S]	\$50
Commercial	
Storage shed [S]	\$150
Dumpster enclosure [S]	\$100
Ramps [S]	\$150
Re-roof [S]	\$400
Alternative Power System [S]	
Residential	
Roof Top Solar [S]	\$75◇
Small Scale Solar [S]	\$75◇
Other [S]	\$75
Commercial	

Roof Top Solar [S]	\$500 + \$0.25/sf
Small Scale Solar [S]	\$500 + \$0.25/sf
Medium Scale Solar [M]	\$500 + \$0.25/sf
Large Scale Solar [L]	\$1,000 + \$100/acre
Other [S]	\$500 + \$0.25/sf
Solar projects are not subject to Large Project Surcharge	
◇ When using the Unified Solar Permit, the CofC and Plan Review fees are included in this price.	
Charging Stations [S]	
Commercial	\$100 up to Five Stations \$25 each additional Station
Certificates of Occupancy [N/A]	
Residential	
Additions	\$75
One- and two-family dwellings	\$100
Apartments and townhouses (per Building)	\$100
Commercial	\$200
Certificates of Compliance [N/A]	
Residential	\$55
Commercial	\$175
Demolition [S]	
Residential	\$150
Residential Small	\$75
Commercial	
Interior	\$500
Entire Building	\$750
Relocation of building	\$350
Fences [S]	
Residential	\$45
Commercial	\$150
Pools [S]	
Residential	\$50
Commercial	\$200
Trailers [N/A]	
Residential	\$150
Commercial	\$200
Plumbing [N/A]	
Residential	\$4 per fixture plus \$50 permit
Commercial	\$5 per fixture plus \$100 permit
License	\$125
Sewer [N/A]	
Residential Sewer Repair	\$50
Commercial Sewer Repair	\$50
Sewer Connection Permit	\$50
Sewer Lateral Connection	\$175
Stop-work orders [N/A]	
Rescind Stop Work Order – Residential	\$100 †
Rescind Stop Work Order – Commercial/Non-Residential	\$300 †
Post-Construction Permit Review – Residential	\$100 ‡
Post-Construction Permit Review – Commercial/Non-Residential	\$600 ‡
† This fee shall be capped such that the maximum shall be the fee listed here or the base	

permit fee, whichever is lower, but with a minimum fee of \$25.

‡ These fees are assessed if the permit application is first received and reviewed after the associated work has been completed. Collection of this fee shall be in addition to and does not constitute a waiver of any associated fines, other fees (including base permit fees), or other remedies that may be available to or pursued by the Town.

Plan Reviews [N/A]	
Residential	\$75
One- and two-family	\$75
Multiple dwelling	\$75
Commercial	\$120 normal review time
Applications [N/A]	
Town Board	
Special Permit	
Residential (initial/each additional co-submission)	\$100/\$50
Commercial (initial/each additional co-submission)	\$200/\$100
Additional Charge for Coordinated SEQR Review	\$100
Renewal of Unmodified Expired Application* *must be filed within 12-months of original expiration	\$50
Minor Modification of Approved Special Use Permit	\$75
Rezoning	\$200
Incentive Zoning	
Residential	\$100
Commercial	\$150
Zoning Board	
Area Variance	
Residential	\$75 first variance \$25 each additional
Commercial	\$250 first variance \$100 each additional
Use Variance	\$100
Planning Board	
Residential	\$150
Commercial	\$150
Signs [N/A]	
New	Minimum \$75 or \$4.00/sf
Replacing sign - (Change of Face)	\$75
Grand opening (2-week maximum)	\$100
Going out of business (2-week maximum)	\$100
Special events and promotions (2-week maximum)	\$100
Public Hearing	\$200
Re-inspections [N/A]	
Residential	\$50
Commercial	\$125
Inspections [N/A]	
Residential	\$55
Commercial	\$125
Peddler, solicitor and vendor permits [N/A]	
Company	\$225
Each individual	\$50
Rental Registry [N/A]	
Rental Registry Fee	\$150

Video and arcade games (Amusement center license) [N/A]	
Three machines or fewer	\$75, plus \$25 per machine
Four machines or more	\$150, plus \$20 per machine
Commercial outdoor sales [N/A]	
Commercial outdoor sales	\$200
Professional services [N/A]	
Zoning compliance letter	\$50
Professional review by staff, per hour	\$50
Professional services, per hour	\$75
Fire Prevention [N/A]	
Public assembly	\$100
Fire code	\$50
Alarm, commercial	\$50
Alarm, residential (permit required)	-
Hazardous materials/fuel dispensing	\$100
Elevator permit, per elevator	\$50
Fuel-fired appliances	\$75
Kiosk (indoor)	\$100
Tent	\$75
Use and occupancy	\$100
Day-care facility	\$100
Garage, vehicle repair	\$90
Hotel/motel	\$250
Lumberyard	\$85
Multifamily residence	
First building	\$150
Subsequent buildings	\$100
Torch down roofing	\$75
Fire systems plan review and permit	\$125
Temporary fuel storage tank	\$125
Aboveground and underground tank closure or removal	\$150
Liquefied petroleum gas (LPG)	
To install, maintain and operate LPG tank/container	
125 - 600 gallons	\$100
601 - 1,200 gallons	\$150
Over 1,200 gallons	\$200
Temporary LPG tank/container	\$125
To install, maintain and operate a propane exchange	
0 - 500 pounds	\$125
501 - 2,500 pounds	\$200
2,501 - 6,000 pounds	\$275
6,001 - 10,000 pounds	\$350
Over 10,000 pounds	\$500
Bonfire Permit	\$50
Fire Restoration [M]	
Residential	
Permit	\$50
Certificate of occupancy	\$75
Professional services	\$75
Commercial	
Permit	\$0.40 per sf plus \$150
Certificate of occupancy	\$150
Plan review, per hour	\$95

Communication Towers [M]	
Construction of new tower	\$1,000
Co-location on existing tower	\$500
Equipment modification on existing tower	\$500
Special events/inspections [N/A]	
Fire/life safety inspections (carnivals/fairs/exhibits/trade shows, concerts, and others)	\$200
Conduct a fireworks display	\$200
Special Event Permit / Outdoor Sales	\$200
Air-supported temporary membrane structure over 200 square feet	\$125
Liquid- or gas-fueled vehicles or equipment in assembly buildings	\$125
Special amusement buildings (includes haunted houses)	\$125
Additional personnel standby fees/inspection of fireworks display fees: Standby/fireworks display fees will be charged at a base rate of \$200. The complexity of the special event will determine the number of hours required. Additional fees will not be charged if the event is held during normal Town Hall business hours.	
Food Trucks [N/A]	
Annual fire prevention inspection	\$75
Permit to operate at a specific location	\$400
Chickens [N/A]	
Chicken Coop Building Permit	\$10
Backyard Chicken License	\$10
Property Maintenance [N/A]	
Administrative Expenses (e.g., inspection(s)/oversight, documentation, etc.), per Henrietta Town Code §148-35	\$100

Building Permit Fee Renewal – The renewal fee for any expired Building Permit shall be equal to one-half of its structure fee, whether calculated by square footage or by structure. A renewed Building Permit is valid for the length of time as dictated by Town Code Section 48-11.

Project Size – The project sizes indicated above are with respect to Town Code Section 48-11, paragraph A regarding Building Permit expirations:

[S] – Indicates a Small project size

[M] – Indicates a Medium project size

[L] – indicates a Large project size

[N/A] – indicates the permit either has no expiration, has a specific expiration set by a specific section of code, or is not a Building Permit whose expiration is determined under 48-11 A.

† Late Permit Project Surcharge – Only one of the Late Permit Project Surcharges is charged per project depending on whether the permit fee is filed after construction has started but before completion or is filed after construction has completed. For new home purchases where there was unpermitted construction that now needs permitting and would include a Late Permit Project Surcharge, an attempt will be made to recover the fee from the previous owner; but if that fails, the new owners may be responsible for paying the permit fees, including the Late Permit Project Surcharge.

Exhibit B
Town of Henrietta
Miscellaneous Fees
Effective April 17, 2024

§ A301-3 Miscellaneous fees.

- A. Building numbers (see § 52-3): Fine for Failure to Comply with building numbers regulation- \$50
- B. Highway Permit Fees: Fees to do work within or through a Town Highway Right-of-Way.
 - (1) Highway Driveway Permit Fees: Fees to install or modify a driveway entrance onto a Town Road: [Added 2/14/2024 by Res. No. 4-91/2024]
 - (1) Residential driveway: \$50
 - (2) Commercial driveway: \$150
 - (3) Sealing or resealing a driveway does not require a permit, but milling and repaving, adding another coat of pavement, or changing the width or configuration of the driveway entrance would require a permit.
 - (2) Highway Utility Work Permit Fees: Fees to install or modify commercial utilities within or through a Town Highway Right-of-Way: [Added 4/17/2024 by Res. No. 9-150/2024]
 - a. Utility work involving the installation or modification of a commercial utility within or through a Town Highway Right-of-Way: \$100 per project area
 - b. Utility work that cuts or modifies the paved road surface and/or bores under the paved road surface: \$150 additional per project area
 - c. Overhead utility work that will not create any disturbance of the road, shoulder, lawns, or driveway entrances within the Town Highway Right-Of-Way, does not require a Highway Utility Work Permit.
 - d. The Town may require that highly complex or widespread project areas be divided into multiple project areas, each with its own Highway Utility Work Permit required, at the discretion of the Henrietta Superintendent of Highways.
- B. Biochemical oxygen demand sewer charge. The additional charge as set forth in Chapter 219 of the Henrietta Town Code with respect to biochemical oxygen demand shall be as follows: [Amended 9-16-2015 by Res. No. 17-239/2015]
 - (1) For each 30 milligrams of biochemical oxygen demand in excess of 300 or fraction thereof: an additional charge of \$0.053.
 - (2) For each 35 milligrams of suspended solids in excess of 350: an additional charge of \$0.053.
 - (3) For any sewage having the characteristics described in § 219-12C: an additional charge of \$0.53 per 100 cubic feet.
- C. Sewer rents. Consistent with Chapter 219 of the Henrietta Town Code, sewer rents shall be as follows: [Amended 4-3-2002; 11-5-2003; 11-17-2004; 11-2-2005; 11-21-2007 by Res. No. 21-224/2007; 3-2-2011 by Res. No. 6-88/2011; 9-16-2015 by Res. No. 17-239/2015; 12-28-2016 by Res. No. 25-279/2016]
 - (1) Residential property: For each residential unit, there shall be an annual Sewer Rent charge, which shall be established by the Town Board. Such charge will be kept on file with the Town Clerk.
 - (2) Nonresidential property: On a quarterly basis, the charge shall be \$1.287 per 1,000 gallons of water consumption at the subject property, with a minimum charge of \$19.31 for 15,000 gallons of water consumption or less.
- D. Stormwater fees (if not posted in the project's letter of credit) (see Chapter 236). [Added 5-7-2008 by L.L. No. 1-2008]

(1) Erosion and sediment control inspection fee: \$150 per site visit. [NOTE: As specified in § 236-22, Inspections.]

E. (Reserved)

F. (Reserved)

G. Engineering Review Fees

(1) Site Plan Applications

	<u>Concept</u>	<u>Preliminary Plans</u>	<u>Final Plans</u>
Residential	\$300.00	\$35.00 per lot (\$500 minimum)	\$60.00 per lot
Commercial/Industrial	\$300.00	\$30.00 per acre (\$500 minimum)	\$40.00 per acre

(2) Site Plan Applications

Engineering Plan Review Charge - \$700
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(3) Administrative Subdivision/Site Plan Applications

Engineering Plan Review Charge - \$400
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(4) Petition of Re-Zoning Applications

Engineering Plan Review Charge - \$300.00

H. Fee in lieu of Tree Bank plantings, per section 261-13 of the Town Code [Added 7-21-2021 by Resolution No. 16-207/2021] - \$300.00 per tree.

Exhibit C

Town of Henrietta Parks and Recreation Department Fees

Effective January 1, 2024

RECREATION CENTER MEMBERSHIP FEES:

Membership Type	Resident Annual Fee	Non-Resident Annual Fee		
Adult (14 - 59)	\$10.00	\$40.00*		
Senior (60+)	FREE	\$20.00		
Youth (0 - 4)	FREE	FREE		
Youth (5 - 13)	\$5.00	\$20.00		
Veteran	FREE	\$20.00		

***A discount of \$10 per year is available for Non-Resident Adults (14-59) who reside in the R-H school district or work for a business that is a member of the Henrietta Chamber of Commerce - must show proof of employment.**

RECREATION CENTER ROOM RESERVATION FEES:

Room	R-H Youth Sports Fee	Resident Fee		Non-Resident Fee
Gym 1	\$40 per hr.	\$50 per hr.		\$60 per hr.
Gym 2	\$50 per hr.	\$60 per hr.		\$70 per hr.
Gym 2-A	\$30 per hr.	\$35 per hr.		\$45 per hr.
Gym 2-B	\$30 per hr.	\$35 per hr.		\$45 per hr.
Batting Cage	\$40 per hr.	\$50 per hr.		\$60 per hr.
Activity Room	\$30 per hr.	\$35 per hr.		\$45 per hr.
Multipurpose Room 1	\$30 per hr.	\$35 per hr.		\$45 per hr.
Multipurpose Room 2	\$30 per hr.	\$35 per hr.		\$45 per hr.

RECREATION CENTER GYM & ROOM RESERVATION SCHEDULE:

Reservation Dates	Beginning for R-H Youth Sports	Beginning for Residents		Beginning for Non-Residents
1/1/24 - 4/30/24	12/4/2023	12/11/2023		12/18/2023
5/1/24 - 8/31/24	4/8/2024	4/15/2024		4/22/2024
9/1/24 - 12/31/24	8/5/2024	8/12/2024		8/19/2024

CABIN AND PAVILION FEES: (Available to reserve 365 days in advance for residents, 335 days in advance for non-residents)

Facility	Resident Daily Fee	Non-Resident Daily Fee
Roberts Cabin	\$150 (Monday – Thursday) \$165 (Friday – Sunday)	\$225 (Monday – Thursday) \$250 (Friday – Sunday)
Bushman Cabin	\$150 (Monday – Thursday) \$165 (Friday – Sunday)	\$225 (Monday – Thursday) \$250 (Friday – Sunday)
Baldwin Cabin	\$150 (Monday – Thursday) \$165 (Friday – Sunday)	\$225 (Monday – Thursday) \$250 (Friday – Sunday)
Stevens & Buyck Pavilions – capacity 100	\$50	\$75
Chase Pavilion-capacity 25 Tyler Pavilion-capacity 75	\$25	\$50
Key & Cleaning Deposit	\$100 All Cabins & Tyler Pavilion	\$100 All Cabins & Tyler Pavilion

ATHLETIC FIELD RESERVATION FEES:		
Rectangle and Softball Fields - \$35.00 per hr.		
(FREE for R-H Youth Sports organizations only)		
Field Lighting - \$35.00 per hour per field		
Softball Field Grooming and Lining - \$100.00 per field		
RIVERTON DISC GOLF FEES:		
One Day Pass - \$5.00		
Annual Pass (expires on December 31) - \$65.00		
Tournament Fees:		
One Day - \$150.00; Two Day: \$250.00		

Exhibit D
Town of Henrietta
Town Clerk's Office Fees
Effective January 1, 2024

DOG LICENSING

Spayed/Neutered	\$9.00
Spayed/Neutered [SENIOR]	\$4.00
Unspayed/Unneutered	\$18.00
Unspayed/Unneutered [SENIOR]	\$13.00
Dog Tag	\$3.00
Late Dog License Fee (up to 30 days late)	\$5.00
Late Dog License Fee (more than 30 days late)	\$25.00

DOG PARK

Dog Park Permit	\$24.00
Early Bird Dog Park Permit Renewal	\$20.00
Replacement Dog Park Access Card	\$10.00
Replacement Dog Park Tag	\$5.00

HUNTING & FISHING LICENSES

Hunting & Fishing Licenses	Fees vary and are charged per New York State Department of Environmental Conservation's Price Sheet
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MARRIAGES

Marriage License	\$40.00
Marriage License for Active Duty Military	\$0.00
Marriage Transcript	\$10.00
Marriage Transcript Required by Veterans Administration or Veterans Affairs	\$0.00
Genealogical Marriage Request	\$22.00
Marriage Ceremony by Marriage Officer	\$75.00
One-Day Marriage Officiant License	\$25.00

MISCELLANEOUS CHARGES

Bids	\$30.00 / \$40.00 if mailed
Copies	\$0.25/page
E-ZPass Tag	\$25.00
Fax	\$1.00/page
Going Out of Business License	\$500.00 (\$75.00 non-refundable / \$425 refundable)
Going Out of Business Renewal	\$50.00
Map	\$5.00
Notary	\$2.00/person for non-residents
Refuse License	\$100.00/truck
Refuse License Late Fee	\$250.00 for application not submitted by December 1st
Refuse License Violation	\$250.00 / day for collecting without a license
Returned Check Fee	\$20.00

PASSPORTS

Processing Fee	\$35.00
Photo	\$10.00

Exhibit E
Town of Henrietta
Cemetery Charges and Fees
Effective January 1, 2024

The Town Board shall establish the fees for the sale of lots, single graves, mausoleum space (if established), cemetery products and services to insure the balanced financial operation and upkeep of cemeteries maintained by the Town of Henrietta.

Single Grave	\$500.00
Burial Permit Fee (If Contractor provides cemetery grave opening and closing follow up.)	\$25.00
Burial Permit Fee (If Town of Henrietta provides cemetery grave opening and closing follow up.)	\$125.00
Document Registration Fee	\$100.00
Memorial/Monument Permit Fee	\$25.00
Adult Interment	\$600.00*
Child Interment	\$300.00*
Stillborn / Infant Interment	\$150.00*
Cremation Interment	\$100.00
Double Depth Interment	\$150.00
Saturday & Sunday Charge	\$150.00
Holiday Charge	\$250.00
Late Charge (after 2:30 p.m.)	\$150.00
Disinterment / Removal Permit Fee	\$150.00
Disinterment / Removal Charge	**

All charges and fees are to be made payable to Town of Henrietta Cemetery Fund and are payable prior to the time service is provided.

*These fees will be applied when the Town of Henrietta provides these services.

**Fee to be established by the Commissioner of Public Works at the time this service is being requested.

Exhibit F
Town of Henrietta
Animal Control Fee Schedule
Effective January 1, 2024

§ A301-1. Animal Control Fee Schedule

Type of Service	Proposed Fees
Dog Rabies Vaccinations	\$30.00
Dog Flea Treatment	\$10.00
Dog Emergency Exam	Passed through from Hospital
Dog Medical Expenses	Passed through from Hospital
Cremation Only	\$78.00
Euthanasia Fee <i>(Injured or Severely Sick Animals ONLY)</i>	\$55.00
Dog Seizure Fees <i>(When animal is picked up by Dog Control Officer within a one-year time period)</i>	
First Time	\$30.00
Second Time	\$40.00
Third Time	\$60.00
Fourth Time	\$75.00
Five or More Additional Times	\$90.00
Dog Boarding Fees <i>(Charged per Day)</i>	
First Day (0-24 hrs.)	\$30.00 (0-24 hours)
Second through Fifth Day	\$20.00 per day
Each Additional Day	\$50.00 per day
<p>Except for unusual circumstances, after the seventh consecutive day the dog will be transferred to the Humane Society for adoption or euthanasia.</p>	