



City of Lawton

Council Fee Committee

Special Meeting Agenda

Lawton City Hall
212 SW 9th Street
Lawton, Oklahoma
73501-3944

Thursday, September 10, 2026

11:00 AM

Lawton City Hall
City Council Conference Room

Recommending Body

"Official action can only be taken on items listed on the agenda. As a recommending body, the Committee may review and discuss agenda items, propose and enact floor amendments, and then choose to make a recommendation to the City Council or provide direction to the City Manager. The Committee may also defer items for further review, refer matters to the City Attorney, or send items to standing committees, boards, commissions, or authorities for additional study. In some cases, items may be postponed to a later date or removed from the agenda entirely."

Meeting Called to Order

Statement of Compliance with Oklahoma Open Meeting Act, 25 O.S. 301-314

Roll Call

Introduction of Guests

Business Items

1. Consider recommending approval of a fee increase for the False Alarm Fees in Article A-7-4.
2. Consider adding an Occupational Tax for Complimentary Beverages that are being served at locations in town to be registered with the City of Lawton
3. Consider adding a fee for rejected inspections that is more than a regular inspection fee to the Code.

Adjournment

The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48 hour rule if interpreters for the deaf (signing) is not the necessary accommodation."

Item Title:

Consider recommending approval of a fee increase for the False Alarm Fees in Article A-7-4.

Initiator: Larry Parks, Director

Information Source: Charlotte Brown, Deputy Director

Background:

During a recent discussion with Lawton Police Department, they have had several False Alarm codes that they are going out on. LPD has been issuing citations to the manager on site, but most of the time, the citations are not being processed because the manager on site does not have the ability to correct the False Alarm violations. That falls to corporate to correct. Staff is changing the way that the ordinance will be enforced. The Building Division will be notified of the False Alarm and will then create an invoice to send to the Corporate office for payment of the fees. Staff is proposing to increase the fees from \$57.50 for the third & fourth false alarm to \$125.00 and from \$86.25 for the fifth or subsequent alarm to \$200.00.

Correlation to the True North Statement:

Doing everything for the citizens

Exhibit:

Proposed Resolution with fee changes
Peer 6 comparison of false alarm fees

Key Issues:

Does the Committee wish to increase the fees for False Alarm violations?

Funding Source:

n/a

Recommended Action:

Recommend approval of the fee changes for False Alarms.

ATTACHMENTS:

1. Proposed resolution with fee changes
2. Peer 6 comparison for fees

RESOLUTION NO. 26-_____

A RESOLUTION AMENDING APPENDIX A, SCHEDULE OF FEES AND CHARGES, LAWTON CITY CODE, 2025, PERTAINING TO CHAPTER 7, BUSINESS, BY AMENDING ARTICLE A-7-4 AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Section 1-205, Chapter 1, Lawton City Code, 2015, provides that fees and charges shall be set by resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Lawton, Oklahoma, that:

SECTION 1. Article A-7-4 is hereby amended as follows:

Article A-7-4 Alarm systems.

7-406	False Alarm Response Fee	
	Tier 1: Third and fourth false alarms during any consecutive 12-month permit period, per false alarm.	\$57.50 <u>125.00</u>
	Tier 2: Five or more false alarms during any consecutive 12-month period, per false alarm.	86.25 <u>\$200.00</u>

Section 2. Effective Date. The provisions of this resolution shall become effective thirty days after passing of the resolution.

ADOPTED and APPROVED by the Mayor and Council of the City of Lawton this 8th day of September, 2026.

STANLEY BOOKER, MAYOR

ATTEST:

DONALYNN BLAZEK-SCHERLER, CITY CLERK

City	1st response	2nd response	3rd response
Lawton	\$0	\$0	\$57.50
Moore	no fee	No fee	companies with less than 25 employees in any single location within a 3 month period
Enid	Warning	\$100	\$200
Edmond	No fee	No fee	Chronic-alarm status
Broken Arrow	Warning	Warning	Citation + permit suspension
Norman	\$10 renewal tier (0-3 activations)	Same	Same
Midwest City - Police	\$0	\$0	\$100 commercial after 3
Midwest City - Fire	\$0	\$0	\$200 after 3

Subsequent responses	Residential vs. Commercial	Police / Fire
\$57.50 for 4th; \$86.25 for 5th+	Same schedule	Police/Fire alarm systems
businesses with 25 or more employees in any single location within a 3 month period more than 6 false alarms	residential- more than 3 false alarms within a 3-month period	police
\$500 each	No separate residential/commercial schedule identified	Police and Fire
\$280 citation after more than 5 dispatches in 6 months	Generally same; apartment provisions apply	Police and Fire
Citation for each subsequent violation while suspended	Primarily intrusion/security alarm provisions	Police for intrusion alarms; fire has separate provisions
\$25 / \$50 / \$100 / \$300 depending on annual activations	No separate residential/commercial fee shown	Alarm registration system
\$200 after 6; \$500 after 8	Residential: \$50 after 6; Commercial: \$100/\$200/\$500	Police/security alarms
\$400 after 6; \$1,000 after 8	Applies to commercial/residential occupancies, with R-3 defined as residential	Fire

How charged
False Alarm Response Fee
charged as a citation
Fine/citation
Citation; \$20 chronic false-alarm permit
Citation + permit suspension
Annual alarm permit/renewal fee based on false alarms
Service fee charged to utility account
Fine/penalty + costs

Item Title:

Consider adding an Occupational Tax for Complimentary Beverages that are being served at locations in town to be registered with the City of Lawton

Initiator: Larry Parks, Director

Information Source: Charlotte Brown, Deputy Director

Background:

During a recent review of the Oklahoma State Statutes on Alcoholic Beverages, staff discovered that they have added a Complimentary Beverage License to the statute. This license allows service industries and other types of businesses that do not already have an ABLE license to give complimentary beverages to their patrons. They are limited as to how much they can provide daily. Staff is also creating a section of the code to comply with the State Statute requirement. There are several local businesses that provide complimentary drinks to their patrons and this would require them to be licensed through ABLE and pay an occupational tax to the City.

Correlation to the True North Statement:

Open for business

Exhibit:

Proposed Code Change

Peer 6 Comparison

Key Issues:

Does the Committee wish to add an occupational tax fee for complimentary beverages?

Funding Source:

N/a

Recommended Action:

Recommend approval of the Occupational Tax to be added for Complimentary Beverages.

ATTACHMENTS:

1. Proposed Code Changes
2. Peer 6 comparison

4-1-1-102 Occupational tax levied.

- A. There is hereby levied and assessed an annual occupational tax on every person within the territorial jurisdiction of the City of Lawton holding a license issued pursuant to the provisions of the Oklahoma Alcoholic Beverage Control Act for the privilege of operating as a licensee in the type of occupations identified in the table below. The amount of the tax upon license holder shall be as follows:

Type of Occupation Amount of Tax

- | | |
|------------------------------------|------------|
| 1. Brewer | \$1,250.00 |
| 2. Distiller | 3,125.00 |
| 3. Rectifier | 3,125.00 |
| 4. Wine and Spirits Wholesaler | 3,000.00 |
| 5. Beer Distributor | 750.00 |
| 6. Retail Spirits | 905.00 |
| 7. Retail Wine | 1,000.00 |
| 8. Retail Beer | 500.00 |
| 9. Mixed Beverage | 905.00 |
| 10. Mixed Beverage/Caterer Combo | 1,250.00 |
| 11. On-Premises Beer and Wine | 450.00 |
| 12. Caterer | 905.00 |
| 13. Special Event—per day | 55.00 |
| 14. Winemaker | 625.00 |
| 15. Winemaker Self-Distribution | 750.00 |
| 16. Annual Public Event | 1,005.00 |
| 17. One Time Public Event | 255.00 |
| 18. Small Brewer Self-Distribution | 750.00 |
| 19. Brewpub | 1,005.00 |
| 20. Brewpub Self-Distribution | 750.00 |
| 21. Complimentary Beverages | 75.00 |
- B. No person shall engage in any of the occupations listed in Paragraph A of this section without first paying the required occupational tax to the City or Lawton.
- C. Any state licensee carrying on his or her occupation in more than one location in the territorial jurisdiction of the city shall be subject to the tax(es) hereinabove specified for each location.
- D. Upon payment of the occupational tax, the city shall issue a receipt to the state licensee paying such occupational tax. The license and permits office shall keep record of the name of the licensee and the address where the licensee engages in his occupation.
- E. All state licensees shall post his/her occupational tax receipt in a conspicuous place at all times at the licensed property.
- F. The occupational tax receipt shall only cover the applicant paying the tax, is not transferable or refundable and shall expire annually.

4-1-1-110 – Complimentary Beverage License required.

- A. No person shall provide free of charge for on premise consumption only without obtaining a complimentary beverage license from the ABLE Commission and pay their required occupational tax with the City.
- B. No more than the following can be served per customer per day:
- Two (2) alcoholic beverages containing spirits;
 - Twelve (12) ounces of wine; or
 - Twenty-four (24) ounces of beer.

- C. This occupational tax shall not be issued to a business which possesses any other form of license issued by the ABLE Commission, except for event-type licenses.
- D. Complimentary beverage occupational taxes shall only be issued to a business located in a building or structure that has a permanent physical address.
- E. This occupational tax shall only be issued to businesses which involve retail sales or provide services to its clients including, but not limited to, furniture stores, art studios, nail salons, hair salons, cigar stores, clothing stores, bridal shops or business support services.
- F. A chamber of commerce, main street, economic development authority, vocational trade school, higher education college or similar organization promoting economic development or an organization that is exempt from taxation pursuant to the provisions (c) of Section 501 of the United States Internal Revenue Code shall also qualify for a complimentary beverage license.
- G. A business whose patronage is primarily persons under the age of eighteen (18), is a restaurant or a business that provides adult entertainment shall not qualify for the complimentary beverages occupational tax.
- H. The employees who serve the alcoholic beverages shall be twenty-one (21) years of age or older.
- I. A complimentary beverage occupational tax shall not be used in lieu of a mixed beverage, caterer, brew pub, brewer, public event, special event, beer and wine, or charitable event occupational tax.
- J. This occupational tax is an annual fee and shall be renewed on an annual basis.

Moore: \$75.00

Complimentary beverage license authorizes the licensee to provide, free of charge for on premises consumption only, no more than two alcoholic beverages containing spirits, 12 ounces of wine, or 24 ounces of beer per day to a guest or client who is 21 years of age or older. This license shall only be issued to businesses which involve retail sales or provide services to its clients including, but not limited to, furniture stores, art studios, nail salons, hair salons, cigar stores, clothing stores, bridal shops or business support services.

Broken Arrow: NONE

Edmond: NONE

Enid: verification and certification fee of \$100 for CoC

Norman: NONE

Midwest City: \$75.00

Item Title:

Consider adding a fee for rejected inspections that is more than a regular inspection fee to the Code.

Initiator: Larry Parks, Director

Information Source: Charlotte Brown, Deputy Director

Background:

During a recent discussion with the Chief Inspector, staff identified an ongoing concern regarding contractors who repeatedly rely on City of Lawton inspectors to identify deficiencies that should reasonably be addressed through the contractor's own quality-control processes prior to requesting an inspection. This practice has occurred for several years and has resulted in City inspectors making repeated visits to the same job sites to identify and document deficiencies that should have been corrected before the inspection was scheduled.

The current fee structure provides little financial incentive for contractors to conduct thorough internal reviews of their work prior to requesting a City inspection. As a result, in some instances, it may be more cost-effective for a contractor to request an inspection and rely on City staff to provide a list of deficiencies rather than ensuring the work is inspection-ready beforehand. This practice places an unnecessary demand on inspection staff, reduces the time available for other inspections, and can contribute to delays in providing timely service to contractors, property owners, and the public.

To encourage greater accountability and promote more effective use of City inspection resources, staff is proposing a revised reinspection fee structure. Under the proposed changes, the first rejection would result in a **\$150.00 reinspection fee**. A second rejection at the same job site for the same trade would result in a **\$300.00 fee**, and a third or any subsequent rejection at the same job site for the same trade would result in a **\$500.00 fee**.

The proposed fee structure is intended to encourage contractors to implement appropriate quality-control measures and ensure work is substantially complete and code-compliant before requesting an inspection. In turn, this should reduce unnecessary repeat inspections, improve the efficiency of inspection staff, and allow the City to provide more timely and effective inspection services throughout the community.

Correlation to the True North Statement:

everything we do is for the citizen

Exhibit:

Proposed Inspection Fee Changes

Key Issues:

Does the committee want to implement the increased fee changes for reject inspections?

Funding Source:

n/a

Recommended Action:

Recommend approval for the proposed inspection fee changes.

ATTACHMENTS:

1. Proposed inspection fee changes

Chapter A-6 BUILDINGS, CONSTRUCTION AND HOUSING

Article A-6-1 Building code.

General Fees:		
6-113	Permit deposit, due with permit application submittal (Deposit will be deducted from the total permit cost) <i>Deposit is non-refundable once the City has begun the permit review process</i>	50% of permit cost, minimum \$33.05, maximum \$ 6,612.50
6-113	Late permit fee, projects started before obtaining permit	2 × Permit fee
6-113	Permit extension	\$33.05
6-113	Third-party plan review	\$115.00
6-113	Permit/inspection state fee per 59 O.S. 1000.25*	\$4.00 per trade
6-113	Permit/inspection administrative fee per 59 O.S. 1000.25*	\$0.50 per trade

Residential Dwellings Fees: (For fences, accessory buildings, swimming pools, etc., see "Other Permits")		
New construction or addition of new square footage:		
6-113	Building permit fee (Includes flat concrete work such as approach, driveway and sidewalk)	\$0.1984 × SF, minimum \$33.05
6-113	Inspection fee (Includes building, electrical, plumbing, mechanical, and site work, but excludes re-inspections)	0.2116 × SF, minimum \$79.35
Remodel or alteration of existing square footage:		
6-113	Building permit fee	0.2645 × SF, minimum \$33.05
6-113	Inspection fee, per trade as required (Building, plumbing, mechanical and/or electrical, excludes re-inspections and electrical service change) (For electrical service change fee, see Article A-6-3 of fee schedule)	\$79.35 per trade as required

General Commercial Fees:		
New construction or addition of new square footage:		
6-113	Building permit fee Rate = \$ 0.3306 - (0.000001 × SF) or \$ 0.1656, whichever is greater Building permit fee = Rate × SF	Rate × SF, minimum \$73.75
6-113	Inspection fee (Includes building, electrical, plumbing, mechanical, fire and landscaping, but excludes re-inspections) Rate = \$0.2645 - (0.000001 × SF) or \$0.138, whichever is greater Inspection fee = Rate × SF	Rate × SF, minimum \$714.15
Remodel or alteration of existing square footage:		
6-113	Building permit fee Rate = \$0.3968 - (0.000001 × SF) or \$0.1984, whichever is greater Building permit fee = Rate × SF	Rate × SF, minimum \$79.35

6-113	Inspection fee, per trade as required (Building, Plumbing, Mechanical, Fire and/or Electrical, excludes re-inspections and electrical service change) (For electrical service change fee, see Article A-6-3 of fee schedule)	0.0575 per SF per trade as required, minimum \$119.05 per trade
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Other Permit Fees:		
6-113	Building permit fee, gazebos, canopies, and accessory buildings without heating, air-conditioning or plumbing and not attached to the main structure Rate = \$0.132- (0.000001 × SF) or \$0.0661, whichever is greater Building permit fee = Rate × SF	Rate × SF, minimum \$33.10
6-113	Fence or retaining wall permit fee	0.1984 per LF, minimum \$33.10
6-113	Concrete/asphalt flat work permit fee (Unless specifically included elsewhere in 6-113) (Example: parking lot, driveway, approach, sidewalk, patio without cover not attached to building) Rate = \$0.0661- (0.000001 × SF) or \$ 0.0331, whichever is greater Permit fee = Rate × SF	Rate × SF, minimum \$33.05
6-113	Swimming pool permit fee, 2 feet deep or greater Rate = \$ 0.331- (0.000001 × SF) or \$0.16531, whichever is greater Permit fee = Rate × SF	Rate × SF, minimum \$33.05
6-113	Stocking/fixture permit fee	57-50-66.15

6-113	Permit fee, other improvements requiring a permit not categorized elsewhere (Plumbing only improvements or repairs, see Article A-6-2) (Electrical only improvements or repairs, see Article A-6-3) (Mechanical only improvements or repairs, see Article A-6-4)	0.53% of project cost, minimum \$33.05
6-113	Roofing permit fee	\$0.184 × SF of Area; minimum \$33.05
6-118	Demolition permit	0.46% of project cost, minimum of \$33.05
6-118	Water main disconnect fee	\$460.00
6-118	Sewer main disconnect fee	\$460.00
6-145	Temporary road closure permit	\$297.60
6-164	Moving of structure permit fee:	
	Structure mounted on skids, designed to be moved, up to 16 feet wide and less than 13 feet in height loaded	\$46.30
	Structure mounted on skids, designed to be moved, over 16 feet wide but not more than 25 feet wide and 18 feet in height loaded	\$92.55
	Any type of structure from outside of city limits to outside of city limits (passing through city)	\$132.25
	Structure not classified elsewhere	\$231.45
6-113	Inspections for all permits listed in "Other Permits"	See "Inspections"

Inspection Fees:		
6-113	Building or site inspection fee, per hour, minimum one hour (Unless specifically included elsewhere in 6-113)	\$57.50
6-186	Landscape inspection fee, per hour, minimum one hour (Unless specifically included elsewhere in 6-113)	\$57.50
6-113	Inspection fee outside city limits, per hour, minimum one hour	2 × Inside city limits inspection fee
6-107.3	Emergency inspection fee, per hour, minimum one hour	\$230.00
<u>6-113</u>	<u>First time rejection on an inspection</u>	<u>\$150.00</u>
	<u>Second time rejection on an inspection</u>	<u>\$300.00</u>
	<u>Third time or subsequent rejection on an inspection</u>	<u>\$500.00</u>
6-113	Late charge on past due bills	23% of total due
	Plumbing Inspections (Unless specifically included elsewhere in 6-113)	See Article A-6-2
	Electrical Inspections (Unless specifically included elsewhere in 6-113)	See Article A-6-3
	Mechanical Inspections (Unless specifically included elsewhere in 6-113)	See Article A-6-4
	Fire Inspections (Unless specifically included elsewhere in 6-113)	See Article A-11-2

Certificate of Occupancy Fees:		
6-113	Temporary Certificate of Occupancy or Temporary Certificate of Completion fee, Commercial	\$132.25
6-113	Temporary Certificate of Occupancy or Temporary Certificate of Completion fee, Residential	\$66.15
6-113	Temporary Certificate of Occupancy or Temporary Certificate of Completion extension fee	\$66.15
6-113	Certificate of Occupancy or Certificate of Completion fee, per structure	\$66.15
6-107	Non-compliance fine for failure to address building code infractions within 30 days	\$115.00 per unaddressed infraction

Miscellaneous Fee:		
6-185	Fee in lieu of constructing walkway, per square foot	\$11.50