

Car Share Policy

For On-Street Operations

January 8, 2016

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I. Summary & Objectives

1. Car Sharing Program Summary

Because the City views carsharing as an important and strategic tool to meet policy goals such as reducing rates of car ownership, increasing alternative transportation modes, improving mobility, and mitigating carbon emissions, it has invested in creating an operational environment conducive to carsharing.

It is the City's intent to offer a car share program that encourages reduced parking demand with fewer vehicle miles traveled; to enhance mobility options for residents and visitors; and to establish rules and regulations that provide a framework to enable an effective and efficient car share network.

The City has created an on-street car share program and pricing structure that can be applied consistently to any car share operator (CSO) regardless of the CSO's business model. The program will be managed as outlined by this document and delivers the operational structure, procedures, and requirements.

This program aligns with the following [City Goals](#):

A hub of economic activity and innovation: Businesses – big and small – start, move, stay and grow here.

- *Regulations, policies and programs are efficient and reliable while protecting the public's interests.*
- *Infrastructure, public services and community assets support businesses and commerce.*

Great Places: Natural and built spaces work together and our environment is protected.

- *We sustain resources for future generations by reducing consumption, minimizing waste and using less energy.*
 - *We manage and improve the city's infrastructure for current and future needs.*
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2. Car Share Policy Objectives

The following objectives were developed to guide how the City will regulate car sharing operators (CSO's). Through the adoption of this policy, the City will:

- a. Encourage car sharing on public property;
- b. Balance the opportunities for car sharing with local parking conditions and constraints;
- c. Encourage citywide availability of car share services;
- d. Establish car share policies;
- e. Operate a program that minimizes City costs;
- f. Set and publish City requirements for CSO's; and
- g. Monitor car share membership and utilization data.

II. Definitions

1. General Definitions

Abandonment Ordinance: A general reference to City and State regulations that prohibit motor vehicles from remaining upon any street or highway in the city. It also references provisions for removal of vehicles that remain upon any street or highway in the city in excess of seventy-two (72) consecutive hours.

Car Share Operator (CSO): An entity offering a fleet of vehicles to members to drive for a fee-based on mileage or duration of use. Car share rentals are distinguished from traditional car rentals by the duration of rentals which, for car share vehicles, do not typically merit daily rental rates.

Critical Parking Area (CPA): An on-street, residential parking area in which a permit is required to park pursuant to City of Minneapolis Ordinance 478.710.

Metered Space: Any paid on-street parking space in Minneapolis which is controlled through use of a parking meter, multi-space pay station, or mobile app.

Reciprocity: As it applies in the context of this car share policy, is the allowance for vehicles that normally start trips in service areas outside of the city of Minneapolis and end within the city, or start in the city and end in outside services areas.

Right of Way: The area on, below, or above a public roadway, highway, street, cartway, bicycle lane, and public sidewalk in which the local government unit has an interest, including other dedicated rights-of-way for travel purposes and utility easements of local government units.

2. Car Share Program Types/Business Models

Hybrid Model: A business model that incorporates elements of more than one of the following models.

Peer-to-peer Car Share: Privately-owned vehicles are shared among a cooperative group of individuals.

Point-to-point Floating Car Share (*Also known as “One-way”*): Vehicles are generally parked on-street, including at meters and in Critical Parking Areas (CPA’s). Trips can start from any location in the service area, and can end at any location in the service area. The vehicles “Float” from location to location without assigned spaces.

Round-trip Car Share (*Also known as “Dedicated Space,” “Reserved.” or “Classic”*): Vehicles are assigned to specific reserved spaces. Customers begin and end trips in the same locations.

Station-to-station Car Share: Multiple vehicles are parked in groups “stationed” at one or more locations. Customers start a trip at any station and end the trip when the vehicle is returned to any of the CSO’s stations.

II. CSO Requirements

1. General Requirements (All CSO’s)

The General Terms and Conditions are requirements the City expects its vendors to meet. The CSO agrees to be bound by the prevailing City General Requirements (included in the application package).

This Policy regulates on-street car share use and related considerations. This Policy does not address CSO’s that operate to/from off-street private properties and use on-street parking spaces like other public users. However, if a CSO desires to reserve parking spaces, arrange fleet based payment arrangements, and/or conduct car sharing operations on-street, then this Policy applies.

Participation in the Car Share Program Advisory Committee

The City will schedule and lead regular meetings with various stakeholders including representatives from the City, Car Share Operators, and other concerned parties with the intent of creating a forum for regular dialogue regarding the Car Share Program and to explore future or related issues. As a participant in the City’s Car Share Program, each CSO agrees to attend and participate in these meetings.

Business License

The CSO must obtain a business license from the City of Minneapolis Business Licensing Department. Application information is included in the application package.

Each applicant shall file an application with the licensing official on forms provided by the licensing official (Business Licensing Office). The licensing official may require such information on the application as he/she considers reasonable and necessary to verify that the applicant meets all of the requirements the relevant City ordinances.

The licensing official shall keep a register of each license issued, the number thereof, the name of the person to whom the same is issued, the date when issued, the date of the expiration of the same, the amount paid therefor, and such other data as may be required.

Staff approved licenses means those licenses which can be approved and issued by the licensing official, subject to the procedures required by these chapters. Car Share Operators' business licenses can be approved and issued or denied by the licensing official, or the licensing official may refer the application to the city council for approval or denial.

The director of licenses and consumer services shall also notify the director of public works, the police license inspector and the commissioner of health of such application, and they shall each report to the committee and make such recommendation as they deem appropriate.

Operating Permits

The Director of the Public Works Department or his or her designee must authorize the issuance of permits to the CSO. In doing so, the Director of Public Works may set conditions on locations of dedicated spaces, conditions that CSO's must be met to qualify for reciprocity, and limitations on the number of permits issued, either system wide, in a geographic location, and/ or to a particular company. The Director of Public Works may alter these policies and permit pricing as necessary.

A CSO may locate its fleet on-street in metered spaces, unmetered spaces or in dedicated parking spaces as assigned by the Director of the Public Works Department. The Director of Public Works reserves the right to add or remove dedicated on-street parking or limits the quantity of any type of permit or permit areas as deemed appropriate.

Requirements and Restrictions Regarding Car Share Vehicles Permitted in the Right of Way

- a. At any time the CSO may be required to relocate vehicles as needed, from an area considered to be “saturated” by the Director of Public Works or, pursuant to City ordinance 478.250. *Abandoned Motor Vehicles*, to maintain a balance of vehicles among areas.
 - b. CSO shall be responsible for any/all penalties, fines and fees as a result of parking tickets, towing charges and/or enforcement actions encumbered by its customers.
 - c. CSO shall maintain a local office in the city of Minneapolis, or an adjacent city, during its permit period, with the primary contact being available during business hours. CSO shall inform the city of its location, and contact information.
 - d. CSO shall provide the City with emergency, after-hours contact information, throughout the permit term.
 - e. This policy shall not be construed so as to transfer ownership or control of any right of way to the CSO or to any other party.
 - f. CSO agrees to comply with all applicable local, state or federal laws.
 - g. If any City property is damaged by CSO or its members, in connection with the permitted activities, CSO shall, promptly reimburse the City for repair of such damages.
 - h. Citizen Complaints may be reported to the City for corrective action(s). Corrective actions may include a phone call to the CSO requesting immediate action such as the car being relocated, issuance of a parking citation, towing of the vehicle, or other applicable action.
 - i. Each CSO fleet vehicle must be owned/leased by the CSO or its parent company and have said vehicle(s) registered and licensed with the State of Minnesota. A vehicle list with registration and license info shall be provided as requested by the City.
 - j. CSO must pay all parking fees and citations associated with its fleet before renewal of vehicle or reserved location permits. Failure to pay all parking citations and past due debt before the renewal date may result in delaying permit issuance or denial.
 - k. CSO shall not advertise or publish the City’s participation in car share program operations or represent the City through use of its logo(s), brand names or other assets as defined in the General Conditions without the City’s prior written authorization.
 - l. Each CSO fleet vehicle must be identified with a clearly visible logo or marking on the vehicle’s exterior.
 - m. A current authorized permit must be displayed on each car share vehicle parking in the right of way pursuant to this policy.
 - n. CSO is responsible for the cleanliness of each reserved, on-street parking location.
 - o. Parking is NOT permitted where posted such as No Parking areas, or as otherwise prohibited for Spring and Fall Street Sweeping programs, Snow Emergencies or similar restricted zones such as Rush-Hour Restrictions, temporary No Parking areas, Handicapped/disability spaces (unless the appropriate permit is displayed), hooded meters, etc. Failure to comply may result in revocation of the space and/or permit, and applicable charges to the CSO for the maintenance of the space.
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- p. If a permit is lost, stolen, missing, or no longer in the CSOs possession, the CSO must report the loss to the City immediately. CSOs are responsible for all citations issued against their permit prior to the date a lost/stolen report is acknowledged by the City.
- q. The face of a permit must be clearly visible (readable) from outside the vehicle and properly displayed to be honored. The decal style permit must be affixed to the inside of the rear windshield in the lower left hand corner (drivers side)
- r. Permits obscured by window tinting or other obstructions are not considered valid.
- s. Permits may not be taped to the window or placed in any “pouch” or plastic bag.
- t. Sticker permits must be secured to the glass with the adhesive manufactured in the permit.
- u. Issued permits are revocable by the City for infractions such as failure to pay the required permit fee, failure to maintain the required insurance and documentation, failure to maintain the cleanliness of a dedicated on-street parking space or failure to meet reporting requirements as approved by the City.
- v. Fees and conditions are subject to change at the time of renewal.

2. Point-to-point CSO Requirements (Floating Model)

Point-to-point Floating Car Share vehicle uses/trips are started at any allowable location within the CSO’s service area and are ended when returned to any allowable location in accordance with CSO operating procedures. Vehicles may be parked in any City metered space or CPA within the service area subject to restrictions defined herein.

- a. If a CSO vehicle is parked at a parking meter with a duration of two hours or more, this permit will relieve the member from posted time limit (duration) restrictions, except where said space is subject to No Parking restrictions (such as rush-hour restrictions, lane closures, Spring and Fall Street Sweeping programs, Snow Emergencies etc.) **If the maximum allowable time of the metered space is less than two hours, the vehicle must be moved within that time restriction.**
 - b. The permit allows a CSO member to park a CSO vehicle at any parking meter in the service area without paying the meter.
 - c. The permit allows CSO vehicle parking in CPA’s, within the service area. If the service area is not citywide (100% of the City area) CSO vehicles are not permitted to park in CPA’s outside of the defined service area.
 - d. If the CSO service area is not Citywide (less than 100% of the City area) CSO’s must pay for each CPA within the service area, pursuant to the rates included in this policy.
 - e. All other parking restrictions will apply to the permitted vehicle.
 - f. All CSO vehicles operated or parked within the City of Minneapolis shall have a current, valid permit issued by the City.
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- g. Vehicles permitted with reciprocity privileges shall be subject to reciprocity conditions as described herein. (See *Point-to-point Reciprocity*, page 8.)

3. Point-to-point Reciprocity

As it applies in the context of car sharing in this policy, reciprocity is the allowance for vehicles that normally start trips in service areas outside of the city of Minneapolis and end within the city, or start in the city and end in outside the city services area. The CSO is required to meet the guidelines as described herein to qualify for the reciprocity.

- CSO must provide a pre-approved method for the City to monitor the total number of CSO vehicles in each city and reciprocal area.
- The total quantity of CSO vehicles in the city of Minneapolis cannot regularly exceed 105% of the total quantity of Minneapolis paid permitted vehicles.
- The CSO must provide an automated method by which the city may randomly monitor compliance at any time. If the quantity exceeds 105% of the Minneapolis paid permitted quantity, the City will invoice the CSO for the excess vehicles based on the average quantity during any month.

Example: A point-to-point floating CSO has 350 vehicles permitted in the City. It also has a total of 250 permitted in St. Paul and Richfield. Vehicles may start or end in Minneapolis or in St. Paul or Richfield. The CSO would be allowed to regularly have up to 17 additional vehicles in the City without additional permit fees. If a monthly average is 18 or more, the City will invoice the CSO for the prorated cost of the vehicles that exceed the monthly limitation.

4. Dedicated Space Requirements (Round-trip and Station-to-station Models)

Round-trip vehicle trip usage is started at a CSO-dedicated space and ended when returned to the same dedicated parking space.

Station-to-station vehicle trip usage is started at a CSO-dedicated station spaces and ended when returned to any of the same CSO's available station spaces.

- a. CSO may request to locate vehicles on-street at dedicated spaces; either single-space (round-trip) or grouped-spaces (Station). Vehicles parking in such spaces are subject to the permit cost PLUS any actual additional costs including but not limited to painting, sign fabrication and installation, and meter costs as described herein.
 - b. If a metered space is displaced for a dedicated CSO space, the permit rate is paid per the Applications and Payment section.
 - c. At the time of renewal, the current CSO has the first right of renewal for the space. If not renewed, the space will revert to its previous use.
 - d. Permits shall be issued for each dedicated parking spaces within the right of way. Dedicated parking spaces are not vehicle specific; however, the CSO must manage how spaces are utilized by its members.
 - e. Dedicated parking spaces are valid for the CSO fleet and are not vehicle-specific.
 - f. Each vehicle utilizing a dedicated parking space must display a current permit.
 - g. City-issued hang-tag permits may substitute for sticker permits for vehicles utilizing dedicated parking spaces. Should the CSO move a hang tag to another vehicle, the CSO must submit a Vehicle Information Update Form to the City prior to moving the hang-tag permit to another vehicle.
 - h. Hang-tag permits must be properly displayed from the rearview mirror stem after a vehicle is parked. CSO's must not permit users to drive with the hang-tag permit in the driver's field of view.
 - i. The total quantity of vehicle permits issued will be equal to the quantity of spaces permitted.
 - j. Members who chose to park in a metered parking space must pay the applicable meter rate.
 - k. CSO vehicles may not be parked in a CPA unless the dedicated space is within that CPA. Vehicles are not permitted to park in any other CPA or in CPA areas which are not specifically dedicated to the CSO.
 - l. All other parking restrictions will apply to the permitted vehicle and dedicated space.
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5. Hybrid Model Requirements

A plan that incorporates multiple models, with an accompanying letter requesting applicable permit rates, must be submitted to the Director of Public Works who will determine the applicable Hybrid Model-specific requirements. Proposals must include details of methodologies to be used to notify residents and customers of proposed plans. Additional reporting requirements may apply.

6. Peer to Peer CSO (future on-street use)

Currently, peer to peer CSOs are operating their fleets on private property and using on-street parking spaces like the general public. In anticipation of a future time and when requested by Peer to Peer CSOs, the future use of public on-street parking locations like other CSOs shall follow and comply with these Policy requirements.

IV. Reporting

1. CSO Reporting Requirements

CSOs are required to report annually, by March 1, and as requested by the City, information regarding the CSO's fleet, usage, and membership. All reports and related data will be made publicly available. Reports must be delivered to the City in an electronic format as specified by and approved by the City in advance of permit issue. Reports must clearly articulate this information in a format that meets City approval. The goal of these reports is to provide information to the City and the public to understand how the entire car share system meets City goals. The reports should reflect how the program is being utilized and how that utilization may influence future ordinance or policy changes. CSO's will work with the City to provide information on the CSO's Minneapolis operations. Some examples of data required will include:

- Number of vehicles in fleet
- Fleet usage data
- Total number of members
- Geographical distributions of membership by Zip Code

CSO that have privileges for parking at meters (e.g. Point-to-point and some Hybrid models) must monthly report transaction data. Reports must clearly articulate this information so as to facilitate the City's recalculation of meter revenue recovery and set rates accordingly. Transaction data, at minimum, must include dates, times, stay duration, and geolocations (longitude and latitude) of vehicles at each trip start and trip end. The format and content must meet City approval to satisfy this requirement.

Member Survey and General Demographics

The City may annually produce an online survey and make it available through its provider. In advance of the survey publication, the CSO will, within 21 days of notice, email or otherwise notify its entire Minneapolis membership/customer-base of the availability of the survey, encouraging participation and including in emails links to the City-administered survey. After closing the survey to submissions, the City will provide CSO's with the data returned from the City's survey provider.

V. Insurance

1. General Insurance Conditions

CSO agrees to secure, at or before the time of execution of the permit, insurance covering all operations, goods or services provided pursuant to the City's prevailing Insurance General Conditions included in the application package.

2. Indemnification

CSO shall indemnify, defend, and hold harmless and hereby releases City against any and all claims, demands, actions, suits, judgements, losses, damages, expenses, penalties, fines, sanctions, court costs, litigation costs, and reasonable attorneys' fees (collectively referred to herein as "Claims") asserted against or incurred by City, its successors, designees, and assigns, for injuries to persons and/or entities (including, without limitation, loss of life), for damage, destruction or theft of property, or for any other losses or liabilities that may be sustained directly or indirectly due to condition of City property or right of way or the activities, operations or use of City property or right of way by CSO, its successors', guests, customers, business invitees, agents, employees, and contractors of any kind, and all those claiming by or through them, and/or for breach of CSOs covenant or obligation pursuant to this policy.

VI. Authority & Enforcement

1. Authority

This policy was authorized by the City Council of Minneapolis, Minnesota **File # 16-00145, February 13, 2016**

Pursuant to the Minneapolis Code of Ordinances:

1. Title 13, Chapter 259 relating to Licenses and Business Regulations: In general, includes Car Share Operators in the list of staff-approved business licenses.
2. Title 18, Chapter 478 relating to Traffic Code: Parking, Stopping, and Standing, Title XI authorizing the Public Works Director to regulate car share operators doing business in the City.

2. Enforcement

Title 18, Chapter 478.1290 states, “In addition to any other remedy available at equity or law, failure to comply with the provisions of this chapter, including but not limited to the governing policy referenced herein, may result in license suspension or cancellation as provided in Title 13 of this code, and/or administrative fines, restrictions, or penalties as provided in Chapter 2 of this code.”

VII. Application Process & Payments

The License Fee initial amount is \$450 (in addition to permit fees pursuant to this policy). Annual fee reviews, current amounts, and license updates are located at:

http://www.ci.minneapolis.mn.us/www/groups/public/@regservices/documents/webcontent/convert_261204.pdf

1. Permit Application Process

Point-to-point Floating Car Share Permits:

- a. CSO will apply for and obtain a City of Minneapolis Business License and complete a Car Sharing Permit Application. CSO’s with a large quantity of vehicles may submit information in an electronic format (e.g. MS Excel, ASCII delimited text file, etc.). All vehicle information must be accurate and current.
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- b. CSO will send the Business License Application, Permit Application and appropriate payments to the City of Minneapolis Public Works Department address included on the form.
- c. If approved, within 15 business days after such approval, the City will issue “Sticker” permits for each CSO vehicle. CSO’s may either pick up the permits or request that permits are mailed to the CSO.
- d. The permit will be valid as of the date of issue or on the next February 2, if the permit is for the subsequent permit period.
- e. The permit must be affixed to the lower driver’s side of the rear window.
- f. Sticker permits are not transferable. If a permit is destroyed because a vehicle is damaged and the permit is destroyed, a replacement may be requested by the CSO. The CSO will submit a new application with proof of destruction in the form of a police report or an insurance company or glass company letter detailing the vehicle damage, and pictures of the damage.
- g. If a Point-to-point CSO service area is not citywide, the CSO must specify whether they will allow members to park vehicles in all of the CPA’s within the service area or none of the CPA’s in the service area.
- h. If the service area is not citywide, CSO must submit a plan to the Director of Public Works who will review geographic boundaries of the CSO-proposed service area and may adjust proposed boundaries accordingly. Such proposals must include methodologies for notifying residents and customers of proposed plans. Additional reporting requirements may apply.

Round-trip and Station-to-station Car Share Permits:

- a. CSO will apply for a City of Minneapolis Business License and complete a Car Sharing Permit Application. CSO’s with a large quantity of vehicles may submit information in an electronic format (e.g. MS Excel, ASCII delimited text file, etc.). All vehicle information must be accurate and current prior to issuance of any permit.
 - b. CSO will send the Business License Application, Permit Application and appropriate payments to the City of Minneapolis Public Works Department address included on the form.
 - c. The CSO shall use the City Car Share Dedicated Space Request form to propose and recommend the dedicated space locations and obtain permission from the abutting and adjacent property owners approving such. A signed letter or petition may be attached to the form in lieu of the property owner’s signature on the form.
 - d. Should the property owner refuse to accept/acknowledge the presence of the vehicle abutting their property, the CSO shall remove the location from their request and provide another location to the City.
 - e. If approved, within 15 business days, the City will issue either a “Hang-tag” permit or a sticker permit for each CSO vehicle. CSO’s may either pick up the permits or request that permits are mailed to the CSO.
 - f. Sticker permits must be affixed to the lower driver’s side of the rear window.
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- g. The permit will be valid as of the date of issue or on the next February 1 if the permit is for the subsequent permit period.
- h. The City will invoice the CSO for additional costs related to installing dedicated spaces.

Hybrid Model Permits

- a. CSO will apply for and obtain a City of Minneapolis Business License.
- b. CSO will complete a Car Sharing Permit Application.
- c. A plan that incorporates multiple models, with an accompanying letter requesting applicable permit rates, must be submitted to the Director of Public Works for evaluation. Such plan and request must be submitted by the CSO 90 days in advance of the intended date of permit issuance. The Director of Public Works will respond in writing within 60 days specifying pricing and model-specific requirements.
- d. Upon the CSO's submission of the appropriate payment, the City will issue the appropriate type of permit(s). CSO's may either pick up the permits or request that permits are mailed to the CSO's local office.
- e. If dedicated spaces are requested, The CSO shall use the City approved form to obtain acknowledgement from the abutting and adjacent property owners that there may be a car sharing vehicle parked in front of or near the property. A signed letter or petition may be attached to the form in lieu of the property owner's signature on the form.

2. Payment and Fees

The Director of Public Works will annually review the fee structure and rates of the car share program. If modifications are warranted, the Director of Public Works will seek approval for such changes through the City Council. Rates will be publicly available by December 1 of each year for the upcoming year.

- Payment is due at the time of permit issuance for each vehicle permit issued by the City.
 - The Permit Period is February 2 to the next February 1.
 - Permit fees for vehicles or permits added during the year will be prorated to the beginning of the month in which the permit is issued plus 1/12 of the permit rate for each subsequent month during the permit period. Permits will expire on the next February 1.
 - Refunds will not be issued for vehicles removed from service by the CSO.
 - Permits are not transferable between vehicles.
 - Fee and conditions are subject to change at the time of renewal.
 - CSO's shall receive no compensation from the City.
 - Issued permits are revocable by the City pursuant to this policy.
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3. Point-to-point Floating

Description	Meter Fee	CPA Fee
A. Annual Free-floating car sharing permit for each free-floating car share vehicle for companies providing service citywide – 100% (54 square miles).	\$680/year as calculated	\$10 per vehicle for all CPAs (32x\$10=\$320)
B. Annual Free-floating car sharing permit for each free-floating car share vehicle For companies providing service in limited areas if the limited area is between 67% and 99% of the City's area.	\$680/year as calculated	\$25 per vehicle per CPA in the service area

4. Round-trip and Station-based Dedicated Spaces

Description	Space Fee	CPA Fee
A. Annual car share permit for dedicated spaces in locations where there is no metered on-street parking.	\$100 Additional charge of \$200 per sign fabricated and installed.	Additional charge of \$25 if the space is in a CPA.
B. Annual car sharing permit for dedicated spaces in locations where there is metered on-street parking.	80% of the space value* Additional charge of \$200 per sign fabricated and installed.	Not applicable

* 80% of maximum potential meter revenue based on that block face average meter revenue for the past/previous year. When meter rates increase, that increased rate shall be applied to permits issued after the date of increase.

5. Hybrid Model

A plan that incorporates multiple models, must submit an accompanying letter requesting applicable permit rates to the Director of Public Works who will determine equitable charges for permits. Charges will be based on applicability of the above rates for proposed model elements.
