

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
COMMISSIONERS CONFERENCE ROOM  
SPECIAL MEETING**

**MONDAY**

**3:30 P.M.**

**APRIL 9, 2012**

Board members present: Chairman Alan Crankovich; Vice-Chairman Obie O'Brien and Commissioner Paul Jewell.

Others: Mandy Robinson, Deputy Clerk of the Board; Jerry Pettit, Auditor; Judy Pless, Budget and Finance Manager; Doc Hansen, Planning Official, Neil Caulkins, Deputy Prosecutor and two members of the public.

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**SPECIAL MEETING**

**CDS LAND USE PERMIT FEES**

**COMMISSIONERS**

At 3:30 p.m. Chairman Crankovich opened a Special Meeting to discuss with County staff CDS Land Use Permit Fees.

Commissioner Jewell explained that he had requested to meet as a follow up to a discussion he had, had with Jerry Pettit, County Auditor. He gave an overview of their discussion and why it led to this meeting. He stressed the importance of the County implementing proper controls to account for the County permits and fees.

Doc Hansen, Planning Official referenced Resolution 2010-76. He explained that in that Resolution there is an outline for the cost allocation for the fees Kittitas County collects (specifically land use fees and building permit fees). He explained that in his opinion they needed a base fee for each type of permit and then a range of options pending potential additions to the original permit. He reviewed what he anticipated the process would look like once implemented.

Commissioner Jewell questioned if Mr. Hansen was proposing an open ended fee structure. Commissioner Crankovich questioned Neil Caulkins, Deputy Prosecutor if the Board could make whatever corrections they choose to go with it by Resolution. Commissioner Jewell stated that it was important for the County to get their land use permit fees and revenue accounted for so they can balance out the costs and associated dollars with the work being done.

Doc Hansen proposed contacting neighboring jurisdictions to collect information to compile a base fee schedule. Commissioner Jewell reminded staff of what figures are currently missing from the equation in order to provide a complete document that accounts for all expenses charged for through CDS.

Commissioner Crankovich questioned what the proposed timeline would be from staff to have a proposed fee sheet ready. Mr. Hansen explained that it will take time, and currently his staff person that is working on this is in Texas at training. He explained that when the employee returns he will have her work with the Auditor's office and get an estimated timeline to the Board the later part of next week (April 16 - 20).

Meeting adjourned at 3:55 p.m.

**DEPUTY CLERK OF THE BOARD**

  
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**Mandy Robinson**

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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**Alan Crankovich, Chairman**