

KITTITAS COUNTY
DEPARTMENT OF PUBLIC WORKS

AGENDA STAFF REPORT

DRAFT

AGENDA DATE: July 16, 2013

ACTION REQUESTED: Conduct a public hearing to consider amending fees collected by Community Development Services, Public Works Department, and Fire Marshal.

BACKGROUND: The annual amendment to fees for Community Development Services (CDS), Public Works Department (PWD), and the Fire Marshal (FM) have been reviewed to determine if they are set appropriately for full cost recovery. The proposed changes are listed below.

CDS LAND USE APPLICATION FEES

- Removed fees for Administrative Segregations and Intervening Ownership applications.
- Increased CDS and PWD's hourly rates and Hearing Examiner costs to determine full cost recovery and increased all land use fees accordingly. Attachment A summarizes the proposed fees and Attachment B provides a detailed analysis supporting the proposed changes to land use permit fees for all departments.
- Add the following new Public Works fees to land use permits: \$235 for shoreline substantial development permits and shoreline conditional use permits, \$209 for public facilities permits, \$104 for administrative use permits, and \$104 for comprehensive plan map amendments.

PUBLIC WORKS DEPARTMENT

- Increase the following Public Works fees by approximately 10% to bring them closer to full cost recovery: access permits, address permits, address/access permits, private road name establishment, on-system county road establishment, and Road Standards variance.
- Decrease the road vacation application fee to be the same as full cost recovery.

DRAFT

- Consolidate the two types of right of way permits into one permit to simplify the application process and change the fee from \$55 (\$80 for open cuts) to \$70
- Establish two types of floodplain permit fees: minor and major. Minor floodplain permits will be required for projects that are in a floodplain but do not require a building permit such as fish screens for irrigation systems, grading for a road, and storage buildings. Major floodplain permits will be required for projects involving structures that require a building permit and any project in a floodway. The fee for minor permits will be reduced from \$180 to \$130. The fee for major permits will be increased from \$180 to \$304.
- Include a refund policy for Public Works permit.
- See Attachment C. for more details on permit fees handled by Public Works Department.

DRAFT

FIRE MARSHAL

- Increase Fire marshal fees for cost recovery for fire and life safety inspection fees, building permit fees, and other related fees.
- Increase land use permit fees for Boundary Line Adjustment from \$65 to \$90 and for Large Lot Subdivision from \$130 to \$165.
- See Attachment D. for more details on Fire Marshal fees.

INTERACTION:

Public Works Department, Community Development Services, and Fire Marshal

RECOMMENDATION:

Move to approve, by board signature, the resolution to supersede Resolution #2012-082 Modification of Certain Permit, Land Use Application, And Publication Fees Collected By Community Development Services, Public Works Department, and Fire Marshal; and to approve the fee schedule “Exhibit A.”

HANDLING:

Return one signed copy to Public Works

ATTACHMENTS:

- A. Land use fee schedule proposal
- B. Land use fee analysis and supporting information
- C. PWD fee schedule proposal
- D. FM fee schedule proposal
- E. Proposed resolution

DRAFT

LEAD STAFF:

Jan Ollivier

ATTACHMENT A

DRAFT

Land Use Permit Cost Recovery Schedule

DRAFT

Base Fees As of _____, 2013 (plus actual expenses above that for projects determined complex)¹

	Proposed Fees by Department ²				Totals For All Departments			
	CDS	PWD	Fire Marshal	Public Health ³	Current Fee	Full Cost Recovery	Proposed Base Fee	Difference from 2012
Administrative Use (ADU)	\$1,120	\$104			\$1,000	\$1,225	\$1,224	\$224
Binding Site Plan	\$800	\$335	\$130	\$470	\$1,540	\$1,937	\$1,735	\$195
Boundary Line Adjustment (BLA)	\$260	\$100	\$90	\$205	\$585	\$733	\$655	\$70
Comprehensive Plan Map Amendment	\$2,435	\$104			\$2,140	\$2,542	\$2,539	\$399
Comprehensive Plan Text Amendment	\$2,435				\$2,140	\$2,438	\$2,435	\$295
Critical Area Review	\$100				\$50	\$107	\$100	\$50
Large Lot Subdivision	\$800	\$335	\$165	\$380	\$1,450	\$1,847	\$1,680	\$230
Long Plat Subdivision	\$4,390	\$675	\$524	\$725	\$5,186	\$6,317	\$6,314	\$1,128
Mortgage Purposes Only Segregation	\$100				\$50	\$107	\$100	\$50
Parcel Combination	\$100				\$50	\$107	\$100	\$50
Planned Unit Development (PUD)	\$4,390	\$780	\$130		\$3,765	\$5,501	\$5,300	\$1,535
Preliminary Plat Extension	\$290				\$255	\$289	\$290	\$35
Public Facilities Permit	\$855	\$209			\$750	\$1,062	\$1,064	\$314
Request For Parcel History	\$160				\$125	\$161	\$160	\$35
Rezone	\$4,390	\$780	\$130		\$3,765	\$5,501	\$5,300	\$1,535
SEPA Environmental Checklist	\$530	\$75			\$560	\$611	\$605	\$45
Shoreline Permitting (Subst. Dvlp & CUP)	\$4,255	\$235			\$1,560	\$4,490	\$4,490	\$2,930
Shoreline Structural Setback Variance	\$2,505				\$1,520	\$2,505	\$2,505	\$985
Short Plat	\$800	\$335	\$130	\$470	\$1,540	\$1,937	\$1,735	\$195
Sign Permit	\$100				\$75	\$107	\$100	\$25
Small Wind Energy System	\$4,930	\$940	\$745		\$6,001	\$6,615	\$6,615	\$614
Title Elimination	\$80				\$60	\$80	\$80	\$20
Transfer Development Rights	\$470				\$400	\$468	\$470	\$70
Variances (Setback, Zoning, Admin.)	\$725	\$50	\$65	\$235	\$873	\$1,169	\$1,075	\$202
Wind Farm Siting	\$4,930	\$940	\$745		\$6,001	\$6,615	\$6,615	\$614
Zoning Conditional Use Permit (CUP)	\$4,240	\$470	\$329	\$235	\$2,547	\$5,273	\$5,274	\$2,727

¹ Listed fees represent the typical amount expended for review and processing, based on historical averages. It is the only fee charged for most applications, except those that are exceptional in scale and/or complexity as determined by the Planning Official. Applications that are determined exceptional in scale or complexity after a pre-application meeting will require a staffing/development agreement to be executed per KCC 15A.11. "Base fee" and "actual expenses" include costs for staff, consultants, hearing examiner, advertising, communications, postage and public notice expenses. Time is computed in increments not less than one-half hour. Expenses are payable prior to hearing (legislative and quasi-judicial) or final action (administrative). A final billing for any development agreement will include advertising and hearing examiner expenses.

² Amendment to any land use approval is 50% of normal application fee in place at the time of amendment request.

³ Public Health base fees includes addition of \$75/hour over 4 hours for short plats and large lots and \$75/hour over 12.5 hours for long plats.

DRAFT