

KITTITAS COUNTY  
DEPARTMENT OF PUBLIC WORKS

**AGENDA STAFF REPORT**

**AGENDA DATE:** December 7, 2010

**ACTION REQUESTED:** Conduct a public hearing to consider establishing TDR permit fees collected by CDS.

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**BACKGROUND:** Ordinance No. 2010-006 revised Kittitas County Code regarding the Transfer of Development Rights (TDR) program. To implement this code, Community Development Services (CDS) is proposing a fee of \$400 for processing TDR sending site certification applications. This public hearing will consider this new fee.

**INTERACTION:** CDS and Prosecutors Office

**RECOMMENDATION:** Move to approve, by board signature, the resolution to supersede Resolution #2010-103 Modification of Certain Permit, Land Use Application, And Publication Fees Collected By Community Development Services, Fire Marshal, and Public Works Department; and to approve the fee schedule "Exhibit A" for TDR permit fees collected by CDS.

**HANDLING:** Return one signed copy to Public Works

**ATTACHMENTS:** A. TDR permit fee analysis  
B. Proposed resolution

**LEAD STAFF:** Jan Ollivier  
Interim Planning Manager

**ATTACHMENT A**

**TDR PERMIT FEE ANALYSIS**

**Community Development Services Fee Analysis - amendment**

<b>Transfer Development Rights</b>				
Description	units	Cost of work	Current Fee	Proposed Fee
<b>Community Development Services:</b>				
CDS Planning staff (hours)	8	\$360		
Mailing costs:		<u>\$40</u>		
Totals:		\$400	\$0	\$400
<b>Grand TOTALS:</b>		\$400	\$0	\$400

**ATTACHMENT B**

**PROPOSED RESOLUTION**

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION**

**NO.: 2010-\_\_\_\_\_**

**MODIFICATION OF CERTAIN PERMIT, LAND USE APPLICATION, AND  
PUBLICATION FEES COLLECTED BY COMMUNITY DEVELOPMENT  
SERVICES, FIRE MARSHAL, AND PUBLIC WORKS DEPARTMENT**

**WHEREAS**, on September 7, 2010, the Board of County Commissioners passed Ordinance No. 2010-006, Revising Kittitas County Code (KCC) Regarding Transfer of Development Rights amending Sections 17.13, Transfer of Development Rights; 17.98, Amendments; 17.36, Planned Unit Development Zone; and 17.37, Master Planned Resorts; and

**WHEREAS**, on October 5, 2010, the Board of County Commissioners passed Resolution No. 2010-103 which modified certain permit, land use application, and publication fees collected by Community Development Services, Fire Marshal, and Public Works Department; and

**WHEREAS**, A Transfer of Development Rights (TDR) sending site application and fee are required by KCC 17.13.070 (2) "Responsibility for preparing a completed sending site application rests exclusively with the applicant. The fees for such application shall be as established annually by the Board of County Commissioners under separate action. Fees shall be payable to Kittitas County Community Development Services and shall not be returnable in any case;" and

**WHEREAS**, Kittitas County Community Development Services has found the TDR application fee should be established as shown in Exhibit A; and

**WHEREAS**, On December 7, 2010, the Board of County Commissioners held a public hearing for public comment on the proposed TDR fees and heard testimony from all interested parties who wished to speak; and

**WHEREAS**, following the close of public testimony, the Board of County Commissioners deliberated on the issue; and

**WHEREAS**, following deliberation, the Board of County Commissioners voted to institute the TDR fees collected by Community Development Services and set said fees as described in Exhibit A.

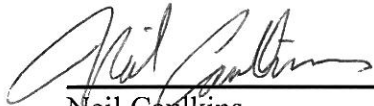
**NOW THEREFORE, BE IT RESOLVED:** that the Kittitas County Board of County Commissioners hereby rescinds Resolution 2010-103, and replaces it with this current resolution to include the addition of Transfer of Development Rights fees.

**BE IT FURTHER RESOLVED:** by the Kittitas County Board of Commissioners that the fee schedule shown in "Exhibit A" for Kittitas County Community Development Services fees, is adopted and shall become effective December 10, 2010.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2010.

**BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

Approved as to Form:

  
\_\_\_\_\_  
Neil Caulkins,  
Civil Deputy signing for  
Gregory L. Zempel  
Prosecuting Attorney

\_\_\_\_\_  
Commissioner, Chairman

\_\_\_\_\_  
Commissioner, Vice-Chairman

ATTEST:  
CLERK OF THE BOARD

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Julie A. Kjorsvik

# EXHIBIT A

## Permit, Land Use Applications, and Publication Fees

Collected by Community Development Services,  
Public Works Department and Fire Marshal

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### Kittitas County Community Development Services Permit, Land Use Applications, and Publication Fee Schedule As of December 10, 2010

<u>Permits</u>	<u>Base Fee</u> <sup>1</sup>
Short Plat.....	\$ 720.00
Conditional Use .....	\$1,565.00
Long Plat.....	\$3,335.00
Plat Amendment.....	\$1,667.00
Plat Extension .....	\$ 255.00
Binding Site Plan .....	\$3,335.00
Binding Site Plan Amendment.....	\$1,667.00
Shoreline Permits .....	\$1,560.00
Variances (hearing).....	\$1,560.00
Administrative Variance .....	\$ 523.00
Shoreline Structural Setback Variance.....	\$1,520.00
Rezones.....	\$3,335.00
SEPA.....	\$ 490.00
Administrative Segregations .....	\$ 630.00
Boundary Line Adjustments .....	\$ 225.00
MPO Segregation.....	\$ 50.00
Combination of Parcels.....	\$ 50.00
Critical Area Review.....	\$ 50.00
Flood Permit .....	\$ 180.00
Wind Farm Siting Pre Identified Areas.....	\$4,420.00
Large Lot.....	\$ 720.00
Public Facilities.....	\$ 750.00
Sign Permit .....	\$ 75.00
Administrative Use .....	\$1,000.00
Parcel History .....	\$ 125.00
Transfer Development Rights .....	\$ 400.00

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

#### Appeals

SEPA Appeals.....	\$ 500.00
Administrative Appeals .....	\$ 500.00

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<sup>1</sup> 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. Applications that are exceptional in scale or complex will be determined at a pre-application meeting and 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 when those costs exceed the base (minimum) fee. 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 will include advertising and hearing examiner expenses.

**Kittitas County Community Development Services  
Permit, Land Use Applications, and Publication Fee Schedule**

As of December 10, 2010

**Publications and Maps**

Comprehensive Plan .....	\$ 25.00
Subdivision Code .....	\$ 4.35
Zoning Code .....	\$ 10.20
Zoning Atlas .....	\$ 7.35
KCC 15.04 (SEPA).....	\$ 1.65
KCC 15A .....	\$ 2.25
KCC 15B.....	\$ 0.75
County-Wide Planning Policies .....	\$ 4.35
Shoreline Master Program .....	\$ 12.00
KCC 14.08 (Flood) .....	\$ 1.50
Critical Areas .....	\$ 3.50
Comprehensive Plan & Zoning Maps .....	\$ 15.00

**Comprehensive Plan Amendments**

Comprehensive Plan Text Amendment .....	\$2,140.00
Comprehensive Plan / Map Amendment .....	\$2,140.00

**Kittitas County Public Works Department  
Permit, Land Use Applications, and Publication Fee Schedule**

As of December 10, 2010

<b><u>Permits</u></b>	<b><u>Base Fee<sup>2</sup></u></b>
Short Plat.....	\$ 220.00
Conditional Use Permit.....	\$ 418.00
Long Plat.....	\$ 602.00
Long Plat Amendment.....	\$ 301.00
Binding Site Plan.....	\$ 602.00
Binding Site Plan Amendment.....	\$ 301.00
Administrative Variance.....	\$ 50.00
Rezone.....	\$ 300.00
SEPA.....	\$ 70.00
Administrative Segregations.....	\$ 115.00
Boundary Line Adjustment.....	\$ 90.00
Wind Farm Siting Pre Identified Areas.....	\$ 836.00
Large Lot.....	\$ 220.00

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

<sup>2</sup> 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. Applications that are exceptional in scale or complex will be determined at a pre-application meeting and 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 when those costs exceed the base (minimum) fee. 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 will include advertising and hearing examiner expenses

**Kittitas County Public Works Department**  
**Permit, Land Use Applications, and Publication Fee Schedule**  
As of December 10, 2010

**Access and Addressing<sup>3</sup>**

Addressing plates.....	\$ 5.00
Access permits.....	\$ 55.00
Address permits.....	\$ 35.00
Address/Access permits (combined).....	\$ 70.00
Private Road Name Establishment.....	\$ 200.00

**Road Management**

Road Vacation application.....	\$2,000.00
On-system County Road Establishment.....	\$1,500.00
Road Standards Variance.....	\$ 600.00

**Right of Way**

Right of way use application - open cut.....	\$ 80.00
Right of way use application – boring.....	\$ 55.00
Special Events – right of way use permit.....	\$ 100.00
Franchise application – commercial.....	\$ 750.00
Franchise application – non-commercial.....	\$ 600.00

**Haul Routes**

Haul Route – detour application.....	\$ 80.00
Haul Route – extended use application.....	\$ 100.00
Over-legal permits.....	per KCC 10.16 <sup>4</sup>
Super-load application.....	\$ 600.00
Building Move application.....	\$ 600.00

<sup>3</sup> Access and address permits that are exempt from a fee include:

1. Parcels in a subdivision where an access permit (one per subdivision) was approved for the subdivision. Access permits for subdivisions are needed to verify that Road Standards are met and roads are certified prior to issuance of a building permit. Owners of individual parcels will be required to obtain an address permit but not an access permit in new subdivisions with an approved access.
2. Parcels that require an access onto State Routes, Forest Service roads, or Railroad easements require separate access permits from those agencies – the County cannot grant access to roads or easements it does not control.
3. Parcels that have an approved access permit on file at the Public Works Department and are not proposing any access changes (change in type of access use or location of access). These permits are considered “grandfathered-in” regardless of whether or not they meet the requirements of KCC 12.05.
4. Parcels that do not have an approved access permit on file at the Public Works Department and are not proposing any access changes (change in type of access use or location of access), if one of these criteria are met:
  - a. The requirements of KCC 12.05 are met; or
  - b. The parcel was built prior to 2003.

<sup>4</sup> Summary of KCC 10.16 Over-legal County permits: \$5/truck log tolerance, \$1/truck overload permits (seasonal - emergency), overweight is either \$5/truck minimum or rate per mile (table below), whichever is greater, \$3/trip for over-width or \$150 annual fee/vehicle for 12' max.

Overweight Charge per Mile	
Pounds Overweight	Amount Per Mile
6,000	\$0.10
12,000	\$0.20
18,000	\$0.30
24,000	\$0.50
36,000	\$0.90
over 36,000	\$1.10



**Kittitas County Public Works Department**  
**Permit, Land Use Applications, and Publication Fee Schedule**  
As of December 10, 2010

**Publications and Maps**

Large Format/Engineering copies .....	\$2.50/sq. ft.
Road Atlas.....	\$25.00/each
Road Standards .....	\$5.00/each
Project plans and specifications .....	\$25.00 or actual cost if sent to private copy shop, NO REFUNDS

**Kittitas County Fire Marshal**  
**Permit Fee Schedule**  
As of December 10, 2010

<b><u>Permits</u></b>	<b><u>Base Fee</u><sup>5</sup></b>
Short Plat.....	\$ 130.00
Conditional Use Permit.....	\$ 329.00
Long Plat.....	\$ 524.00
Long Plat Amendment .....	\$ 262.00
Binding Site Plan .....	\$ 524.00
Binding Site Plan Amendment.....	\$ 262.00
Administrative Variance .....	\$ 65.00
Rezone .....	\$ 130.00
Administrative Segregations .....	\$ 130.00
Boundary Line Adjustment.....	\$ 65.00
Wind Farm Siting Pre Identified Areas.....	\$ 745.00
Large Lot.....	\$ 130.00

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

<sup>5</sup> 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. Applications that are exceptional in scale or complex will be determined at a pre-application meeting and 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 when those costs exceed the base (minimum) fee. 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 will include advertising and hearing examiner expenses.