



# City of Stevenson

## Planning Department

6.b

(509)427-5970

7121 E Loop Road, PO Box 371  
Stevenson, Washington 98648

**TO:** City Council  
**FROM:** Ben Shumaker  
**DATE:** June 15<sup>th</sup>, 2017  
**SUBJECT:** Planning Application Fee Schedule

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### **Introduction**

This memo describes the major changes to the City's fee schedule for permit applications reviewed by the Planning Department. The draft fee schedule includes modifications to the Short Plat and Subdivision fees, new Planned Unit Development fees, changes to the method by which publication fees are charged, and a potential increase to the standard Land Use Permit fee. The City Council is asked to review fees, take public comment and potentially adopt Resolution #2017-0296.

### **Short Plats, Subdivisions, Planned Unit Developments**

The staff time necessary for review of Short Plats and Preliminary Plats more similar that the current \$350 and \$2,500 fees indicate. The development process and review of Final Plats is greater than Preliminary Plats. This also is not reflected in the rates which have both at \$2,500. Fees related to Short Plats and Subdivisions have steadily increased as a reflection of the amount of staff time necessary for their review. The 2011 fee schedule increased the base Short Plats by 40%. The base rate for Preliminary Subdivision Plats remained the same, however the base rate for Final Subdivision Plats was increased by per lot rate increased by 400%. The per lot rate for Short Plats and Preliminary Plats was increased by 50%, and newly applied to Final Plats.

The staff recommended fee schedule attempts to rectify this by equalizing fees for Short Plats and Preliminary Plats and increase the fee for Final Plats to make up for the difference. As a new program, fees for Planned Unit Developments are not currently in the fee schedule for comparison. The proposed fee equals that of the proposed fee for the other land division programs.

### **Publication Fees**

Applications requiring publication and public notice all appear to be increasing. However, this apparent increase is explained by changes to the way publication fees are charged.

The 2011 Fee Schedule included a separate schedule for publication fees, where some types of applications were charged additional fees based on the number of publications required. These fees increased in increments of \$75, which was based on a previous average actual publication invoices of \$60.45. The additional ~\$15 was justified based on the printing, mailing, and personnel costs of notices. The new average of actual publication invoices has actually gone down since 2011, barely. The current average is \$58.18.

The staff recommended fee schedule includes the same \$75 publication fee, however, instead of charging publication fees as part of a separate schedule, they are now included in the base fee. For example, Variance proposals are currently subject to a \$350 application fee. To that, 2 publication fees are added at

\$75 each, meaning that applicants are asked to pay \$500 prior for City review of their variance request. The draft fee schedule' simplifies this by charging a flat \$500 fee.

**Land Use Permit Fee**

Land Use Permit fees are applied to all building permit applications reviewed under the City's Zoning and Environmental Protection codes. The fee was instituted in 2011 at \$10. The proposal includes a possible increase in this fee to align it with Written Determinations of Exemption from the Critical Areas Code, anticipated Statements of Exemption from the Shoreline Management Program, and Type A Right-of-Way Use Permits charged by the Public Works Department. While still only \$25, this would result in a 150% increase in only 6 years.

Prepared by,

Ben Shumaker  
Planning Director

Attachment

1- Draft Fee Schedule

**CITY OF STEVENSON, WASHINGTON**

**RESOLUTION NO. \_\_\_\_\_**

A Resolution of the City Council of the City of Stevenson Adopting a Planning Department Fee Schedule for Permits and Reviews, Environmental Assessments and Filing Fees, and Miscellaneous Charges for Maps and Forms; and Repealing Resolution No. 243B.

**Recitals**

1. The City of Stevenson has established various boards and services to perform certain functions, including the following:
  - a. Board of Adjustment
  - b. Hearing Examiner
  - c. Planning Administrative Staff and Outside Consultant Assistance
  - d. Planning Commission
2. The City has adopted ordinances and resolutions relating to the processing and review of development applications for boundary line adjustments, short plats and subdivisions, shoreline permits, environmental reviews, critical areas and zoning regulations.
3. The City ordinances and resolutions adopting the preceding development regulations authorize the City Council to adopt fees to facilitate development review.
4. The City is required by law to process and review annexation petitions, to make submittals to the Boundary Review Board, to consider amendments to the City's Comprehensive Plan and to conduct hearings with respect to these matters.
5. The City makes available to the public copies of maps, ordinances, mylar sheets and other documents related to planning and zoning.
6. It is necessary and desirable that persons utilizing the services of such boards, requiring permits, reviews and planning services or requesting copies of maps or other documents pay a fee in an amount sufficient to cover the costs to the City for providing such boards and services.

NOW THEREFORE, the City Council of the City of Stevenson RESOLVES that fees in the amounts shown in Exhibit "A" to this resolution shall be paid to the City by persons utilizing the programs and services of the Planning Department, and

**BE IT FURTHER RESOLVED** that Resolution (No. 243B) and all parts of resolutions in conflict herewith are hereby repealed, and

**BE IT FURTHER RESOLVED** that this resolution shall be effective on August 1<sup>st</sup>, 2017.

Passed by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2017. Approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor of the City of Stevenson

ATTEST:

\_\_\_\_\_  
Clerk of the City of Stevenson

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney for the City of Stevenson



# Planning Fees

Exhibit "A"

# The City of Stevenson

509-427-5970

Effective August 1st, 2017

PO Box 371

509-427-8202 (fax)

Resolution 296

Stevenson, WA 98648

[www.ci.stevenson.wa.us](http://www.ci.stevenson.wa.us)

Annexation		Planned Unit Development	\$1,500.00 plus \$75 per lot
Election Method	\$500.00	Reduction in City Boundaries	\$750.00
Notice of Intent	\$250.00	Shorelines Management Program	
Petition	\$250.00	Substantial Development,	\$750.00
Zoning New Areas	\$250.00	Conditional Use, and/or Variance	
Appeals		Statement of Exemption	\$25.00
To City Council	\$0.00	Short Plat	\$1,500.00 plus \$75 per lot
To Board of Adjustment	\$0.00	SEPA Checklist	\$200.00
Boundary Line Adjustment		Subdivision	
Typical	\$150.00	Preliminary Plat	\$1,500.00 plus \$75 per lot
Combination of Lots	\$75.00	Variance	\$750.00
Comprehensive Plan Revision	\$1,000.00	Final Plat	\$3,500.00 plus \$75 per lot
Conditional Use	\$500.00	Variance	\$500.00
Critical Areas		City Utility Extension Beyond Plan Area	\$250.00
Written Determination of Exemption	\$25.00	Zoning	
Critical Areas Permit (CAP)	\$100.00	Resolution of Intent	\$750.00
CAP Plus Mitigation & Monitoring Plans	\$400.00	Rezoning Request	\$500.00 plus \$10 per acre
Reasonable Use Allowance (RUA)	\$200.00	Zoning Interpretation	\$0.00
RUA Plus Mitigation & Monitoring Plans	\$500.00	Zoning Verification Letter	\$100.00
Land Use/ Building Permit	\$25.00	Miscellaneous Charges:	
Nonconforming Use Review (BOA)	\$250.00	8 1/2 x 11 & 8 1/2 x 14 copies	\$0.10
Ordinance Revisions	\$750.00	11 x 17 copies	\$0.25
Parking		Color City Map (11 x 17)	\$1.50
Joint Use of Parking	\$250.00	Zoning Map	\$1.50
Parking Interpretation	\$0.00	Blank Mylar	\$50.00

### \*Outside Consultant Review Fees

When it is necessary to utilize the services of professional consultants such as but not limited to engineers, surveyors, hydrologists, biologists or other specialists to assist the City with its review of the applications identified in this Fee Schedule (i.e., SEPA, Short Plat, Planned Unit Development, Subdivision, Critical Areas, Mobile Home Park, etc.), the costs for the outside consultant's reviews will be the responsibility of the applicant. The costs for these services will be billed monthly to the applicant based on all actual costs for labor,

### \*\*Publication, Recording & Election Fees

Publication fees are included in application fees, however, when it is necessary to record a document associated with a successful application and/or when it is necessary to hold an election associated with a request, the actual cost of such recording and/or election shall be the responsibility of the applicant.

### \*\*\*Hearing Examiner

Any appeal or proposal reviewed by the City of Stevenson Hearing Examiner 50% of the costs for the Hearing Examiner will be the responsibility of the proponent. The costs for these services will be billed monthly to the applicant based at 50% of the actual invoice received by the City. Final permits and/or plat approvals will not be issued until all costs have been met.

### \*\*\*Planned Unit Developments

Subdivision Preliminary Plat and Short Plat application fees may be waived, at the discretion of the Planning Director, for projects which have obtained approval as a Planned Unit Development.