



City of Stevenson

Planning Department

7.d

(509)427-5970

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

TO: City Council
FROM: Ben Shumaker
DATE: July 20th, 2017
SUBJECT: Planning Application Fee Schedule

Introduction

This memo addresses the City Council Request to align the City's land use and development fees with those of Skamania County. The memo includes a comparison of the City's existing fees, the fees recommended by staff at the June Meeting, and the fees charged by Skamania County. The attachments to this memo provide the text of the draft resolution and 2 optional fee schedules. These options involve an updated staff recommendation and the Council-requested schedule aligning with the County.

Stevenson/Skamania County Fee Comparison

The City's current fee schedule includes 31 individual fees. The proposed update includes 35 different fees. The Skamania County fees schedule includes 37, however, issues like annexations, National Scenic Area permitting, and others reduce the total overlap in fees to ~13 types of application reviews. Where there is overlap, the City charges less for most permit review types. The exception relates to land divisions, where the City is higher than Skamania County, especially for review of Subdivision Final Plats.

	Appeal	Boundary Line Adjust	Comp Plan Amend	Conditional Use	Critical Areas	SEPA	Short Plat	Shoreline	Rezone	Preliminary Plat	Prelim Plat Amend	Final Plat	Variance
Stevenson (Current)	\$ -	\$ 150	\$ 850	\$ 400	\$ 350	\$ 175	\$ 575	\$ 700	\$ 500	\$ 4,000	\$ 575	\$ 4,000	\$ 500
Stevenson (Proposed)	50% of HE	\$ 150	\$ 1,000	\$ 500	\$ 400	\$ 200	\$ 1,725	\$ 750	\$ 600	\$ 3,000	\$ 750	\$ 5,000	\$ 500
Skamania County (Requested)	\$ 2,450	"\$150"	\$ 1,725	\$ 900	\$ 625	\$ 400	\$ 1,250	\$ 1,050	\$ 1,725	\$ 1,400	\$ 700	\$ 550	\$ 900

Some of the difference in costs can be explained by the County's use of a hearing examiner for review of all quasi-judicial land use decisions; the county's land use planners review and issue recommendations on a proposal and then the legal counsel hearing examiner reviews the staff reports and issues a decision. Stevenson's typical use of the Planning Commission and Board of Adjustment avoids that second expense, however if a hearing examiner is used, the applicant would be expected to pay for half of the amount invoiced to the City.

For the fees that don't overlap, staff has attempted to intuit what the county would charge if there were similar regulatory requirements. In this case, the proposed fees had been almost uniformly lower than those of the county.

	Annexation	Lot Combo	Land Use Permit	Nonconform Use Review	Zoning Text Amend	Joint Parking Agreement	City Boundary Reduction	Critical Area Exemp	Utilities Out of Plan Area	R-PUD	Zoning Interpret	Zoning Verification
Stevenson (Current)	\$ 750	\$ 75	\$ 10	\$ 250	\$ 650	\$ 250	\$ 575	\$ 25	\$ 250	n/a	\$ -	n/a
Stevenson (Proposed)	\$ 750	\$ 75	\$ 25	\$ 250	\$ 750	\$ 250	\$ 750	\$ 25	\$ 250	\$ 3,000	\$ -	\$ 100
Likely County	\$ 1,050	"\$150"	\$ -	\$ 900	\$ 1,725	\$ 900	\$ 1,050	\$ -	\$ 400	\$ 1,400	\$ 150	\$ 150

Based on this review, staff has prepared an updated recommendation for Council consideration. This update maintains many of the fees proposed in June, increases 15 of the 35 fees, reduces 1 fee (final subdivision plat), and simplifies the way 2 fees are calculated (final subdivision plat, rezone). Where increases are proposed in the updated staff recommendation, they attempt to strike a balance between the previous proposal and the Council's request.

	Annexation	Critical Areas	Comp Plan Amend	Nonconform Use Review	Zoning Text Amend	Joint Parking Agreement	City Boundary Reduction	Shoreline	Rezone	Zoning Verification	Final Plat
Stevenson (Staff)	\$ 1,000	\$ 500	\$ 1,250	\$ 500	\$ 1,000	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 200	\$ 2,000
Stevenson (Council)	\$ 1,050	\$ 625	\$ 1,725	\$ 900	\$ 1,725	\$ 900	\$ 1,050	\$ 1,050	\$ 1,725	\$ 150	\$ 550

A major difference in the two methods involves reducing fees for proposals that would go to the County's hearing examiner. Where they charge \$900, we would charge \$500. Where proposals would be reviewed by multiple boards, they would charge \$1,725, we would charge \$1,000.

Decision Point: As proposed in June, the fee schedule would've taken effect on August 1st. This courtesy measure would provide more than a month for any active applicants to submit proposals before the new schedule came in force. However, there has been limited activity or interest in the fee schedule update, and the Council may desire to forego that courtesy if lost revenue is of greater concern. Does the Council wish for the new fees to take effect on August 1st or September 1st?

Possible Motion: "...move to adopt Resolution 2017-296 including Exhibit A [**OPTION 1, STAFF or 2, COUNCIL**] and having an effective date of [AUGUST 1 or SEPTEMBER 1]".

Prepared by,

Ben Shumaker
Planning Director

Attachment

- 1- Staff Recommended Fee Schedule
- 2- Council Requested Fee Schedule
- 3- Draft Resolution

Planning Fees

The City of Stevenson

509-427-5970



**Option 1
(Staff Recommendation)**

PO Box 371

509-427-8202 (fax)

Stevenson, WA 98648

www.ci.stevenson.wa.us

Annexation		Planned Unit Development	\$1,500.00 plus \$75 per lot
Election Method	\$750.00	Reduction in City Boundaries	\$1,000.00
Notice of Intent	\$500.00	Shorelines Management Program	
Petition	\$250.00	Substantial Development,	\$1,000.00
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	\$1,250.00	Final Plat	\$0.00 plus \$100 per lot
Conditional Use	\$500.00	Variance	\$500.00
Critical Areas		City Utility Extension Beyond Plan Area	\$500.00
Written Determination of Exemption	\$25.00	Zoning	
Critical Areas Permit (CAP)	\$200.00	Resolution of Intent	\$1,000.00
CAP Plus Mitigation & Monitoring Plans	\$500.00	Rezoning Request	\$1,250.00
Reasonable Use Allowance (RUA)	\$300.00	Zoning Interpretation	\$0.00
RUA Plus Mitigation & Monitoring Plans	\$600.00	Zoning Verification Letter	\$200.00
Land Use/ Building Permit	\$25.00	Miscellaneous Charges:	
Nonconforming Use Review (BOA)	\$500.00	8 1/2 x 11 & 8 1/2 x 14 copies	\$0.10
Ordinance Revisions	\$1,000.00	11 x 17 copies	\$0.25
Parking		Color City Map (11 x 17)	\$1.50
Joint Use of Parking	\$500.00	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

For 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. This fee will be charged in lieu of the amounts listed above. 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

***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.

Planning Fees

The City of Stevenson

509-427-5970



Option 2
(Council Request)

PO Box 371

509-427-8202 (fax)

Stevenson, WA 98648

www.ci.stevenson.wa.us

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Election Method	\$750.00	Reduction in City Boundaries	\$1,000.00
Notice of Intent	\$500.00	Shorelines Management Program	
Petition	\$250.00	Substantial Development,	\$1,050.00
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	\$400.00
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	\$1,725.00	Final Plat	\$0.00 plus \$100 per lot
Conditional Use	\$900.00	Variance	\$900.00
Critical Areas		City Utility Extension Beyond Plan Area	\$900.00
Written Determination of Exemption	\$25.00	Zoning	
Critical Areas Permit (CAP)	\$400.00	Resolution of Intent	\$900.00
CAP Plus Mitigation & Monitoring Plans	\$625.00	Rezoning Request	\$1,725.00
Reasonable Use Allowance (RUA)	\$600.00	Zoning Interpretation	\$0.00
RUA Plus Mitigation & Monitoring Plans	\$950.00	Zoning Verification Letter	\$200.00
Land Use/ Building Permit	\$25.00	Miscellaneous Charges:	
Nonconforming Use Review (BOA)	\$900.00	8 1/2 x 11 & 8 1/2 x 14 copies	\$0.10
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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 _____, 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