



# *City of Stevenson*

## **Planning Department**

(509)427-5970

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

**TO:** City Council  
**FROM:** Ben Shumaker  
**DATE:** May 21<sup>st</sup>, 2020  
**SUBJECT:** Planning Application Fee Schedule—Delayed Implementation

---

### **Introduction**

This memo asks City Council to push back the effective date of the planning fee increases adopted in March, 2020. Resolution 2020-357 is due to take effect on June 1<sup>st</sup>. Staff is asking for reconsideration of that date due to COVID-19 and its effects on our community.

### **Requested Action**

The Council is asked to adopt Resolution 2020-0362. The resolution repeals the previous resolution and establishes a new effective date of September 1<sup>st</sup> for the same fees.

### **Impacts**

If this resolution is adopted, the existing fees will continue to be charged during this 3-month period. On September 1<sup>st</sup>, the updated fees will be the same as previously approved. In presenting this resolution for consideration, staff has not conducted any analysis of fiscal liabilities from the temporary reduction in fees during the typically-busy summer period. Likewise, staff has not attempted to analyze impacts on our COVID-impacted applicant pool or speculate on how the fees might relate to any long-term economic recovery that could occur.

Prepared by,

Ben Shumaker  
Community Development Director

Attachment

1- Draft Resolution

**CITY OF STEVENSON, WASHINGTON**

**RESOLUTION NO. 2020-0362**

A Resolution of the City Council of the City of Stevenson Adopting a Planning Department Application Fees, and Miscellaneous Charges; and Repealing Resolution No. 2020-357.

**Recitals**

1. The City of Stevenson has established various boards and services to perform certain functions, including the Board of Adjustment, Hearing Examiner, Planning Administrative Staff and Outside Consultant Assistance, and the 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, 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.
7. At the time Resolution 2020-0357 was adopted, the City Council was unaware of the economic impacts of the COVID-19 pandemic, and the repeal and delay of the updated fees advances the health, safety and welfare of the City and its citizens.

**NOW THEREFORE, the City Council of the City of Stevenson RESOLVES** to adopt the policies and establish the fees in the amounts shown in Exhibit "A" which shall apply to persons utilizing the programs and services of the Planning Department, and

**BE IT FURTHER RESOLVED** that Resolution 2020-0357 and all parts of resolutions in conflict herewith are hereby repealed, and

**BE IT FURTHER RESOLVED** that this resolution shall be effective on September 1<sup>st</sup>, 2020.

PASSED in regular session this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

APPROVED AS TO FORM:

ATTEST:

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

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



**Planning Fees**

Effective Sept 1<sup>st</sup>, 2020  
Resolution 2020-0362

The City of Stevenson  
PO Box 371  
Stevenson, WA 98648

509-427-5970

509-427-8202 (fax)

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

<b>Annexation</b>		<b>Planned Unit Development</b>	\$1,500 + \$1 per 60 sf
Election Method	\$900	<b>Plat Amendment</b>	\$900 + \$1 per 60 sf
Notice of Intent	\$600	<b>Plat Vacation</b>	\$900 + \$1 per 60 sf
Petition	\$300	<b>Reduction in City Boundaries</b>	\$1,000
Zoning New Areas	\$300	<b>Shorelines Management Program</b>	
<b>Appeals</b>		Statement of Exemption	\$35
To Board of Adjustment, Planning Commission, City Council	\$0	Minor Project Approval	\$300
<b>Boundary Line Adjustment</b>		Shoreline Substantial Development	\$1,250
Typical	\$200	Shoreline Conditional Use, Shoreline Variance	1,500
Combination of Lots	\$100	<b>Short Plat</b>	\$1,500 + \$1 per 60 sf
<b>Comprehensive Plan Revision</b>	\$1,500	Variance	\$600
<b>Conditional Use</b>	\$600	<b>SEPA</b>	
<b>Critical Areas Permit</b>		Checklist	\$300
Expedited Review Permit	\$35	EIS	\$1,500
Geologic Hazard Area Permit	\$300	<b>Subdivision</b>	
Habitat/Wetland Permit	\$600	Preliminary Plat	\$1,500 + \$1 per 60 sf
Reasonable Use Allowance	\$750	Variance	\$600
<b>Land Use/Building Permit</b>	\$35	Final Plat	\$1,500 + \$1 per 60 sf
<b>Nonconforming Use Review (BOA)</b>	\$600	<b>Variance</b>	\$600
<b>Ordinance Revisions</b>	\$1,500	<b>City Utility Extension Beyond Plan Area</b>	\$600
<b>Parking</b>		<b>Zoning</b>	
Joint Use of Parking	\$600	Resolution of Intent	\$600
Parking Interpretation	\$0	Rezoning Request	\$1,500
<b>Miscellaneous Charges</b>		Zoning Interpretation	\$0
8½ x 11 & 8½ x 14	\$0.15	Zoning Verification Letter	\$200
11 x 17 copies	\$0.25		
Color City Map (11 x 17)	\$1.50		
Zoning Map	\$1.50		
Note: <b>Additional fees may apply.</b> See reverse.			

## Exhibit A

### **A-1: Fees—General.**

- A. Purpose. Fees are based on costs to reimburse the public for staff time and resources expended in reviewing and processing permit applications. These fees do not include costs associated with outside consultant review of an application. These costs are charged in accordance with Section A-2.
- B. Fees, Authorized. Application fees for the various reviews, applications and permits set forth in Stevenson Municipal Code titles 16, 17, and 18 shall be as provided in this chapter. No application shall be considered unless and until the fee has been paid to the City. Fees shall not be refundable except as provided in Section A-4. Any exemption or refund must be approved by the City Community Development Director and the City Treasurer and any costs incurred by the city shall be deducted from fees paid prior to any exemption or refund.
- C. Payment of Fees. All fees provided in this chapter shall be paid when due. Nonpayment of any fees when due shall result in a determination by the City that an application has been withdrawn or is incomplete, suspending or terminating review of the application.
- D. Multiple Permits and Applications. In the case of multiple permit applications, the applicant shall pay all applicable fees.

### **A-2: Other Charges and Fees.**

- A. Outside Consultant Review Fees. When it is necessary to utilize the services of professional consultants (e.g., engineers, surveyors, hydrologists, biologists or other specialists) to assist the City with its review of the applications identified herein, the costs for the outside consultant's reviews shall be the responsibility of the applicant. The fees for these services may be billed monthly to the applicant based on all actual costs for labor, overhead, material testing and expenses. A deposit for such costs may be required by the City.
- B. 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 applicant. The costs for these services may be billed monthly to the applicant based at 50% of the actual invoice received by the City. A deposit for such costs may be required by the City.
- C. Recording Fees. The amount of the recording fees charged by Skamania County shall be the responsibility of the applicant.
- D. Election Fees. When it is necessary to hold an election associated with a request, the actual cost of such election shall be the responsibility of the applicant.
- E. All fees charged by the City under this section shall be paid prior to the approval of an application.

### **A-3: Application Fee Exemptions.**

When approved by the City Community Development Director and the City Treasurer, the following may be exempt from the fees established herein:

- A. Applications submitted by nonprofit agencies for proposals which further goals and objectives of the City.
- B. Subdivision Preliminary Plat and Short Plat applications which have obtained approval as a Planned Unit Development.

### **A-4: Application Fee Refunds.**

When approved by the City Community Development Director and the City Treasurer, refunds for fees paid as set forth herein shall be limited to the following:

- A. When no permit processing has been completed or costs have been incurred: 80%.
- B. When an application has been processed prior to issuance of a determination of completeness: 50%.
- C. After issuance of a determination of completeness: 0%.
- D. No refunds shall be made for publication of notice costs, outside consultant review fees, or other fees or charges set forth A-2.

### **A-5: Conflicts with the Municipal Code.**

In the event of a conflict in any fees, charges, or provisions set forth herein and fees and charges or provisions found in the Stevenson Municipal Code, the fees, charges, requirements, procedures, and all provisions contained herein now, or as hereafter amended, shall prevail.