



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: March 19th, 2020
SUBJECT: Planning Application Fee Schedule

Introduction

This memo asks for City Council consideration of an updated land use and development fee schedule. Two factors have guided staff's draft fee schedule: 1) the 2019 Council-adopted financial policies regarding cost recovery and 2) a 2017 Council request to align fees with Skamania County. The memo includes a comparison of the City's fee history, recommended fees, and Skamania County's fees. The attachments to this memo provide the text of the draft resolution and the recommended fee schedules.

Key Changes

The staff draft fee schedule includes 1) a Planning Commission recommendation to allow for the reduction of fees for non-profit entities, 2) the inclusion of a refund policy, 3) policies related to the use of outside consultants, 4) modified fee structures for some categories, and 5) fee increases generally ranging from 20% to 40%.

Fee Comparison: Skamania County

The City's current fee schedule includes 35 types of fees. There are ~12 fees overlapping with Skamania County.

	Appeal	Boundary Line Adjust	SEPA	Critical Areas	Conditional Use	Variance	Shoreline	Short Plat	Preliminary Plat	Final Plat	Rezone	Comp Plan Amend
Stevenson (2011)	\$ -	\$ 150	\$ 175	\$ 350	\$ 400	\$ 500	\$ 700	\$ 575	\$ 4,000	\$ 4,000	\$ 500	\$ 850
Stevenson (Current)	50% of HE	\$ 150	\$ 200	\$ 500	\$ 500	\$ 500	\$ 1,000	\$ 1,500	\$ 1,500	\$100/lot	\$ 1,250	\$ 1,250
Stevenson (Proposed)	50% of HE	\$ 200	\$ 300	\$ 600	\$ 600	\$ 600	\$ 1,000	\$ 1,500	\$ 1,500	\$1/60 sf	\$ 1,500	\$ 1,500
Skamania County	\$ 2,450	\$ 150	\$ 400	\$ 625	\$ 900	\$ 900	\$ 1,050	\$ 1,250	\$ 1,400	\$ 550	\$ 1,725	\$ 1,725

Skamania County has not updated its fees since the City's last update and is not considering updates at this time. The proposal still retains fees that are less than Skamania County 2016 update. The lesser fees in the proposal is partially based on the County's greater reliance on a hearing examiner and the associated costs therefor. The City's use of the Planning Commission and Board of Adjustment avoids such expense.

Fee Comparison: Current (2017) Levels

The proposal generally increases fees by either 20%, 33% or 40%. These increases still fall short of the City Council's 2019 financial policies regarding solvency of the City's land use regulatory program. However, the continued gradual increase of fees as proposed closes what historically has been a wide gap. Key points:

- The most common increase proposed is 20%. With \$300, \$600, and \$1500 being the most common fees for different complexity of applications.
- Boundary line adjustments and lot consolidations were not increased between the 2011 and 2017 updates. The 33% increase for these categories bringing the fees to \$200 and \$100, respectively.
- The land use review fee is proposed to increase from \$25 to \$35, a 40% increase.
- SEPA checklist reviews are proposed to increase by 50% to \$300.
- A decrease is proposed in 2 categories (rezoning and subdivision variances) to reflect the duplicate work completed when those application types are reviewed. Less time is spent as a result of the duplication.

Prepared by,

Ben Shumaker
Planning Director

Attachment

1- Draft Resolution 2020-0357

CITY OF STEVENSON, WASHINGTON

RESOLUTION NO. 2020-0357

A Resolution of the City Council of the City of Stevenson Adopting a Planning Department Application Fees, and Miscellaneous Charges; and Repealing Resolution No. 2017-296.

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.

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 2017-0296 and all parts of resolutions in conflict herewith are hereby repealed, and

BE IT FURTHER RESOLVED that this resolution shall be effective on June 1st, 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 June 1st, 2020
Resolution 2020-0357

The City of Stevenson
PO Box 371
Stevenson, WA 98648

509-427-5970

509-427-8202 (fax)

www.ci.stevenson.wa.us

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

Note: **Additional fees may apply.** See reverse.

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.