

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Philip Morley, County Administrator

From: Frank Gifford, Public Works Director *FG*

Agenda Date: March 12, 2012

Subject: Public Works and Community Development Fee Schedules
Consider public hearing testimony

Statement of Issue:

On February 13, 2012 the Board conducted a public hearing on a Draft Ordinance that would revise the Public Works and Community Development Fee Schedules. Attached is a brief memo from Public Works that responds to the public hearing testimony and recommends a minor correction that should be made to the Ordinance.

Analysis/Strategic Goals/Pro's & Con's:

NA

Fiscal Impact/Cost Benefit Analysis:

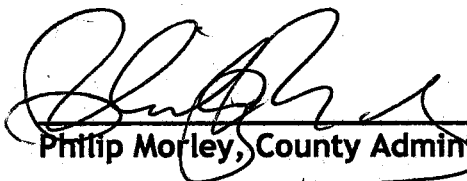
NA

Recommendation:

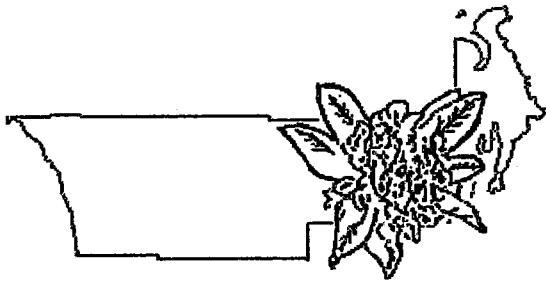
Public Works recommends that the Board adopt the attached Fee Schedule Ordinance with the recommended correction.

Department Contact: Jim Pearson, 385-9160

Reviewed By:


Philip Morley, County Administrator

3/7/12
Date



Jefferson County
Department of Public Works

623 Sheridan St.
Port Townsend, WA 98368
(360) 385-9160

Frank Gifford, Public Works Director
Monte Reinders, P.E., County Engineer

MEMORANDUM

TO: Jefferson County Board of Commissioners
Philip Morley, County Administrator

FROM: Frank Gifford, Public Works Director *FG*

DATE: February 29, 2012

RE: Revisions to Public Works and Community Development Fee Schedules
Public Hearing Comments and Responses

Attached for your review are the comments on the Draft Fee Schedules that were presented at the Board's public hearing and Public Works' responses to those comments.

1. Comment:

The indirect expense rate should be shown on the Fee Schedule. If the economy rebounds and more permits are processed, how will this affect the indirect expense rate and the fees? How will the indirect expense rate be applied to the fees in future years?

Response:

The components of the Public Works' fees are wages, benefits, and an indirect expense rate. The purpose of the Fee Schedule is to set fees for services and inform the public regarding those fees, not to provide a detailed accounting of the fee components.

The Jefferson County Code (JCC), Appendix FEE SCHEDULES provides that fees may be adjusted annually by the increase in the previous year's Consumer Price Index (CPI). The JCC also provides that fees shall be evaluated every three years to reflect several factors including cost recovery. Public Works' Application and Hourly Fees will be adjusted annually based on the change in the CPI. Every three years Public Works will evaluate its fees based on current wages, benefits, and indirect expense rate and propose appropriate fee revisions. Public Works does not anticipate that the indirect expense rate will vary significantly from year to year.

2. Comment:

The Public Works fee for IV-030 Miscellaneous applications, (10) Temporary Outdoor Use / Festival Permit was incorrectly shown as \$58 / hour. It should be \$59 / hour.

Response:

The Ordinance presented for the Board's adoption has been revised to reflect this comment.

**State of Washington
County of Jefferson**

**In the matter of adopting revised Fee Schedules for)
the Departments of Community Development and) Ordinance No. _____
Public Works)**

1. PURPOSE

The purpose of this Ordinance is to revise the Jefferson County Code, Appendix FEE SCHEDULES: II. Department of Community Development and IV. Public Works Department.

2. DEPARTMENT OF COMMUNITY DEVELOPMENT FEE SCHEDULE

The Department of Community Development Fee Schedule, Section II-020 shall be revised to read as follows.

**II. Department of Community Development
Building Division, Development Review and Long Range Planning**

	Fee	Additional Fee &/or Other Information
II-020 Address and road naming applications		Additional \$74 hourly charge after the minimum Base has been utilized.
(17) Application for E911 Number / Address	\$222	-
(18) Application for E911 Plate Replacement	\$16	-
(19) Road Name Petition	\$284	Base; the petitioner will also pay for Public Works Department to install road name signs.
(20) Road Name Change Petition	\$497	Base; the petitioner will also pay for the public hearing notice, if required and for Public Works Department to install road name signs.

3. PUBLIC WORKS DEPARTMENT FEE SCHEDULE

The Public Works Department Fee Schedule shall be as follows.

IV. Public Works Department

	Application Fee (1)	Application Fee Base Hours	Hourly Fee
IV-010 Right-of-way use applications			
(1) Road Approach Permit	\$236	4 hours	\$59
(2) Right-of-way General Permit / License	\$236	4 hours	\$59
(3) Open Public Right-of-way Permit (2)	\$826	14 hours	\$59
IV-020 Utility applications			
(1) Utility Permit - Annual	\$353	-	-
(2) Utility Permit - Type A (3)	\$47	-	\$59
(3) Utility Permit - Type B	\$236	4 hours	\$59
(4) Franchise / Franchise Renewal	\$1,185	15 hours	\$79
IV-030 Miscellaneous applications			
(1) Oversize Vehicle Annual Permit	\$63	-	-
(2) Oversize Vehicle Special Permit	\$101	-	-

(3) Road Improvement District (RID) Petition (4)	\$2,844	36 hours	\$79
(4) County Road/Lot Segregation Right-of-way Research	\$46	-	-
(5) Road Name Sign Fabrication and Installation, Single	\$182	-	-
(6) Road Name Sign Fabrication and Installation, Double	\$231	-	-
(7) Road Name Sign Fabrication	\$81	-	-
(8) Public Road Right-of-way Setback Variance	\$176	-	-
(9) Public Road Right-of-way Vacation (5)	\$932	17 hours	\$79
(10) Temporary Outdoor Use / Festival Permit	Hourly Fee	-	\$59
IV-040 Development review applications (6)			
(1) Binding Site Plan Approval	\$632	8 hours	\$79
(2) Building Permit - Commercial or Industrial	\$632	8 hours	\$79
(3) Comprehensive Plan Amendment - Site Specific (7)	\$316	4 hours	\$79
(4) Conditional Use Permit - Unified Development Code	Hourly Fee	-	\$79
(5) Pre-application Conference (8)	\$119	-	-
(6) Shoreline Substantial Development Permit or Exemption	Hourly Fee	-	\$79
(7) Site Plan Approval Advance Determination (9)	\$316	-	-
(8) Special Use Permit / Essential Public Facility	\$790	10 hours	\$79
(9) Stormwater Management Permit	\$632	8 hours	\$79
(10) Short Subdivision	\$316	4 hours	\$79
(11) Long Subdivision (5 - 8 lots)	\$790	10 hours	\$79
(12) Long Subdivision (more than 8 lots)	\$1,580	20 hours	\$79
(13) Plat Alteration	\$158	2 hours	\$79

Public Works Department Fee Schedule Notes

(1) Application Fees are intended to reimburse the Department for its typical expenses related to processing an application. If an application is withdrawn, the unexpended remainder will be refunded. If the Department's expenses exceed the Application Fee, an Hourly Fee will be charged. As an alternative to the Hourly Fees listed above, the Department may assign appropriate staff persons at the following hourly rates:

Engineering Technician I	\$40	
Engineering Technician II	\$46	
Engineering Technician III	\$59	
Engineer I	\$55	
Engineer II	\$55	
Engineer III	\$80	
Right-of-way Representative	\$79	
Development Review Coordinator	\$79	

(2) The Application Fee is intended to reimburse the Department for its typical expenses from application review through approval of the permit by the Board of County Commissioners. An Hourly Fee will be charged for activities after the permit is approved, including plan review, construction inspection, and final review.

(3) If the Department determines that the right-of-way has not been adequately restored, an Hourly Fee will be charged to inspect follow up restoration work

(4) The RID Petition Review Fee is intended to reimburse the Department for petition review and preliminary project management and engineering expenses for a simple RID through establishment by the Board of County Commissioners. As per RCW 36.55.074 Jefferson County will contract with the RID petitioners to reimburse the Department for expenses that exceed the RID Petition Review Fee. RID petitioners shall also submit a Special Benefit Appraisal prepared by a Washington State Licensed Appraiser. If the RID is established, the petitioners will be reimbursed for these preformation expenses from RID assessments.

(5) The Application Fee is intended to reimburse the Department for its typical expenses from vacation petition review through approval by the Board of County Commissioners and filing the Vacation Resolution with the County Auditor. Before the Department files the Vacation Resolution, the petitioner shall reimburse the Department for staff time expenses that exceed the Application Fee and for publishing the hearing notice, copying, postage, and the Auditor's filing fee.

(6) Fees apply to all development review activities by the Department, including application and plan review, construction inspections, and final review.

(7) For commercial, industrial, and multi-family residential redesignations, Major Industrial Developments, and Master Planned Resorts

(8) To attend Department of Community Development Pre-application Conference for Binding Site Plans, commercial and industrial Building Permits, Conditional Use Permits, Special Use Permits / Essential Public Facilities, Subdivisions, and Comprehensive Plan Site Specific Amendments for commercial, and industrial redesignations, Major Industrial Developments, and Master Planned Resorts

(9) For commercial and industrial developments

4. SEVERABILITY

If any section, subsection, sentence, clause, phrase, or figure of this Ordinance or its application to any person or circumstance is for any reason held invalid by any court of competent jurisdiction, the remainder of the Ordinance or its application to other persons or circumstances shall not be affected.

5. REPEALER

This Ordinance hereby repeals and replaces Jefferson County Ordinance No. 02-0223-09 Jefferson County Department of Community Development Fee Schedule Ordinance, Section II-020 Right-of-way, Utility, & Address Applications, Jefferson County Ordinance No. 12-96 Jefferson County Public Works Department Fee Schedule Ordinance, and all rules, regulations and ordinances of Jefferson County in conflict with this Ordinance or portions thereof.

6. EFFECTIVE DATE

This Ordinance shall become effective thirty (30) days after the date of adoption.

APPROVED AND ADOPTED this ____ day of _____, 2012.

**JEFFERSON COUNTY
BOARD OF COMMISSIONERS**

John Austin, Chair

Phil Johnson, Member

David W. Sullivan, Member

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

David Alvarez 11/30/2011

David Alvarez
Deputy Prosecuting Attorney