

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA REQUEST**

**TO:** Board of County Commissioners (BOCC)  
Philip Morley, County Administrator

**FROM:** Stacie Hoskins, Department of Community Development Planning Manager  
Carl Smith, Department of Community Development Director

**DATE:** October 28, 2013

**SUBJECT:** Public hearing and proposed amendment to Jefferson County Code Fees Appendix.

**ATTACHED:** Public hearing notice

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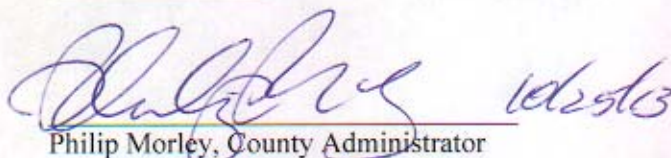
**STATEMENT OF ISSUE:**

Each year, DCD staff provides thousands of hours of customer service to the public without charge (approximately 5,000 hours in 2012). At the same time, DCD struggles to obtain sufficient revenue to support its operations. To help support the staff resources needed to provide customer service, DCD proposes to begin charging fees for certain services where no fees are charged at present. The proposed new fees are intended to help DCD re-cover the cost of the staff time necessary to provide customer service. The public hearing is proposed to be conducted on November 12, 2013. A notice for this proposed public hearing is planned to be published on October 30, 2013. An Agenda Request for this topic for the November 12, 2013 Board agenda will have more information as well as the proposed new fees and adopting ordinance. The proposed revised Fee Appendix can be accessed at the DCD website at the following link: <http://www.co.jefferson.wa.us/commdevelopment>

**RECOMMENDATION:**

Authorize publication of the attached public hearing notice on proposed amendments to the Jefferson County Code Fee Appendix.

**REVIEWED BY:**

  
Philip Morley, County Administrator

To: Port Townsend & Jefferson County Leader  
LEGAL NOTICE

Publish one (1) time: **Wednesday, October 30, 2013**  
**Please use 7-point font.**

Bill: Jefferson County Department of Community Development  
621 Sheridan St., Port Townsend, WA 98368  
Customer #: 17385

Staff Contact: Carl Smith, Director (360) 379-4493

Date: October 28, 2013

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**NOTICE OF PUBLIC HEARING  
JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**

**NOTICE IS HEREBY GIVEN** that the Jefferson County Board of County Commissioners will hold a public hearing on **Tuesday, November 12th, 2013 at 10:30 AM** in the Board Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA 98368, to consider proposed amendments to the Fee Appendix of the Jefferson County Code, to add certain additional types of fees and revise other fees for the Department of Community Development. Following the public hearing, the Board may take formal action on the proposed amendments.

The proposed revised Fee Appendix can be accessed at the Jefferson County Department of Community Development website: <http://www.co.jefferson.wa.us/commdevelopment>. For further information, please contact Dept. of Community Development, 621 Sheridan Street, Port Townsend, WA 98368, (360) 379-4450.