



City of Colville Planning and Building
170 S. Oak, Colville, WA 99114

**COLVILLE CITY COUNCIL
AGENDA ITEM BRIEFING SHEET**

Meeting Date: October 23, 2018

Contact: RJ Keetch, City Planner

Topic or Problem Statement: Fee Resolutions for the Building & Planning Department

Type of Briefing:

Information Only Discussion Only Decision Needed

Background of Situation:

The City Council determined fees for City departments at the October 9, 2018 City Council meeting. The attached resolutions will implement those fees effective January 1, 2019

Goals and Objectives:

City Council Goal #2. Colville manages its finances through a combination of active investments and sustainable revenue with realistic projections and expenditures.

Evaluate Alternatives or Options/Consequences of Inaction:

Current fees will continue if action is not taken.

Funding Needed and Recommended Source (BARS #):

N/A

Attachments:

Resolutions (6)
Building and Planning Fee Chart

Recommended Action with Justification:

These fees have been reviewed by staff and City Council on multiple occasions. Staff recommends approval of the attached resolutions.

**CITY OF COLVILLE FEES
BUILDING & PLANNING**

A. FEE TITLE	B. COST TO PROVIDE SERVICE IN 2016	C. CURRENT FEE	D. DATE CURRENT FEE ADOPTED (if by Resolution / Ordinance please list number.)	E. EXPLANATION FOR HOW CURRENT FEE WAS DETERMINED	F. HOW MANY OF EACH ITEM IN COLUMN A WERE PROVIDED IN 2017?	G. REVENUE COLLECTED FOR EACH ITEM IN 2017	H. PROJECTED COST TO PROVIDE SERVICE IN 2018*	I. PROPOSED FEE FOR 2019	J. COMMENTS:
Right-of-Way Encroachment	\$96	\$100	1/2013 Res. 13-12	3 hr. Cost is less when the Technical Review Committee has other business requiring a meeting where agenda and information packets are needed anyway. Current fee attempts to balance the variable situations.	3	\$300	\$96 per app	100	
Hold Harmless Agreement Recording Fee (2-pg. document)	@ cost	cost (\$99)	6/2018	The only staff time necessary is acquiring signature and placing in appropriate file. Usually several minutes or less. The few minutes of staff time is covered by companion ROW encroachment listed above.	4	\$0	\$0	0	
Annexation	\$320 - \$384	\$350	1/2013 Res. 14-12	10 hr. - 12 hr. Not frequent or similar enough to develop an extremely accurate overall average especially considering variable levels of public benefit of individual annexations.	0	\$0	\$640-960 per app	\$750 Base + hourly rate if more complicated	20-30 hours is more realistic. This requires extensive coordination and meetings (TRC, Planning Commission and City Council) Posting of the site, notification of neighbors and public hearing notification.
Street/Alley Vacation	\$128	\$150	1/2013 Res. 15-12	4 hr. Decrease in City maintenance responsibilities and slight increase to tax base also considered.	0	\$0	\$320 per app	\$350	10 hours is more realistic. Requires public works research, land-use compatibility research, staff report, application processing, coordination with City attorney for "sale" of City property.
Short Subdivision	\$ 128 - \$ 256	\$150	1/2013 Res. 16-12	4 hr. - 8 hr. Most often at the lower time. Also factored in is the benefit to the public through additional lots marginally contributing to the city tax base and/or improved infrastructure.	1	\$150	\$320 per app	\$350	This fee is extremely low compared to other municipal jurisdictions. We have recently changed our application process and submittal requirements. 8 hours is more realistic when considering review time by public works, TRC and coordination with the applicant.
Boundary Line Adjustment	\$128	\$125	1/2013 Res. 16-12	4 hr. This is generally toward maximum time but can be more with occasional unusual complexities which is averaged in with current fee and cost.	3	\$375	\$128	\$125	

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Preliminary Long Plat	\$425-\$2,250	\$1,800	1/2013 Res. 16-12	40 hr. - 60 hr. Very difficult to average due to wide range of lot numbers, topography, current infrastructure status, zoning design standards, amount of involvement of other departments and eventual level of public benefit.	0	\$0	\$425-2250	\$1,800	
Final Long Plat	\$128-\$256	200 + \$10/lot	1/2013 Res. 16-12	4 hr.-8 hr. Difficult to average. This stage of the platting process is to review and confirm consistency with preliminary plat.	0	\$0	\$128-256	200+\$10/lot	
Performance/Maintenance Bonds	@ cost	@ cost	1/2002	Staff time generally averaged into development requiring bond but does not include time of city clerk and city attorney.	1	\$0	cost	cost	
Review by Licensed Engineer Acting for City or Other Agency	@ cost	@ cost	1/2002	As determined by the participating engineer/firm.	0	\$0	cost	cost	
SEPA Checklist – Threshold Determination	\$128	\$125	1/2013 Res. 17-12	4 hr. This amount of time also variable depending on the agenda of the Technical Review Committee previously described for Encroachment permits.	4	\$300	\$192 per app	\$200.00	6 hours is a more realistic hour estimate considering the extensive coordination and notification requirements
SEPA Review Publication	@ cost	@ cost	1/2013 Res. 17-12	Cost specific fee.	0	\$0	0	cost	
Zone Boundary Change	\$480	\$500	1/2013 Res. 18-12	20 hr. A request initiated by an individual is considered during the annual update (periodic) review of the comprehensive plan and development regulations. Staff time is devoted to these annual review tasks as normal duties and may result in staff recommendations for changes. Individual requests are collected throughout the year and added to the in-house review. The current fee for individual requests is intended to off-set the extra time staff spends reviewing them as part of the City review process.	3	\$1,500	\$1280 minimum	\$1,300.00	Since the Planning Department no longer has an assistant planner the department does not conduct "periodic reviews" as described in column E. The cost of processing a zone boundary change would fall fully on the applicant. This is estimated to take 40+ hours.

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Comprehensive Plan Amendments (reworded)	\$960	\$500	1/2013 Res. 18-12	20 hr. The same fee/cost reasoning is applied as it is described for a Zone Boundary Change above.	0	\$0	\$2560 minimum	\$2500 + consulting services @ cost if needed	Since the Planning Department no longer has an assistant planner the department does not conduct "periodic reviews" as described in column E. The cost of processing a zone a comprehensive plan amendment would fall fully on the applicant. This is estimated to take 80+hours and may require outside consulting assistance - depending on staff work-load.
Mobile Home Park Development (Binding Site Plan)	\$960	\$950	1/2013 Res. 18-12	30 hr. Difficult to average due to infrequency of applications. Best estimate is used in place of averaging.	0	\$0	\$960	\$950	
Planned Unit Development (PUD)	\$320	\$400	1/2013 Res. 18-12	10 hrs. The City has never received a PUD application. Best estimate used as were fees, and experience, from other jurisdictions. Actual cost likely exceeds current fee but no certainty.	0	\$0	\$1,920	\$2,000	These are extremely complicated. 60 hours is a better estimate of time required. Proposed fee is still below other jurisdictions, but closer.
Conditional Use Permit	\$512	\$300	1/2013 Res. 18-12	16 hr. Based on average processing time. Proposed fee does not include public benefits that are (at least marginally) gained from conditional uses as they vary in scope and scale.	1	\$300	\$512	\$525 + Fee at Cost to hire hearing examiner if needed	Fee adjusted to reflect actual costs. It is possible that the City won't have a volunteer Board of Adjustment Board (one member is in her mid 90's) in the future, so a provision for hiring a Hearing Examiner has been added.
Temporary Use Permit - car fair, circus etc.	\$128	\$150	1/2013 Res. 18-12	4 hr. Based on averages.	0	\$0	\$128	\$150	
Public Use Permit - NEW		\$25 Base Fee +\$10 for use under 7 days +\$100 for use over 7 days + additional fee for staff time if needed	7/2017 Ord. 1598	By City Council 7/2017	8	\$430	\$160 per app	\$25 Base Fee +\$10 for use under 7 days +\$100 for use over 7 days+additional fee for staff time if needed	These applications require significant coordination with the applicants, other event groups and various city/community stakeholders. 5 hours on average is required. However, it is suggested that we keep the application fee low to encourage events and activity - which are in the public interest.
Zoning Code Variance	\$320	Type II-\$100 Type III-\$200 Type IV-\$350	1/2013 Res. 18-12	10 hr. Based more on estimated time then averages as such requests are very infrequent.	0	\$0	Type I -\$160, Type III -\$640, Type IV - \$960	Type I -\$150, Type III -\$650, Type IV - \$1000	Type I estimated Hours =5, Type III estimated hours = 20, Type IV estimated hours = 30

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Site Plan Review	\$640	\$300	1/2002	20 hr. These can greatly vary in scale and scope. A single large scale, time intensive review can significantly skew the average time spent for more common reviews.	0	\$0	\$640	\$650 + @ cost for technical consulting	
Administrative Review/Appeal	\$256	\$100	1/2002	8 hr. Dependent on the type of appeal making estimates difficult and averages somewhat skewed toward the higher cost. Infrequent applications also hinder averaging.	0	\$0	\$256	\$250	
Development Agreement	\$100-\$500	\$250	1/2002	Very infrequent and are generally part of a larger development application such as a long subdivision.	0	\$0	\$1,600	\$1600.00 + @ Cost for technical consulting	These are extremely complicated and require extensive coordination. 50 hours is a better estimate of time required. Proposed fee is still below other jurisdictions, but closer.
Building Permit - based on International Building Code adopted by State & Colville		\$50 (Base) \$10 tech fee	7/2010	Project value \$1 - \$2,000 = \$50 Remainder of fee schedule remains unchanged. Cost based	109	\$49,735.00		As prescribed by IBC	As understood - very little discretion on fees set by the IBCC.
For extra time required or requested from applicant		\$42.00/hr.	7/1995	Based on cost of salary/benefits to include any necessary overtime.	0	\$0	\$0	\$50 hr	
Plan Check Fee		65% of Bldg Permit		Based on 65% of Building Permit Fee for Commercial Plan Review	25	\$20,708		Based on 65% of Building Permit Fee for Commercial Plan Review	As understood - very little discretion on fees set by the IBCC.
Plumbing Permit		\$20 (Base)	11/2004	\$20 base fee + per fixture cost. Cost based.	25	\$1,810		\$20 + fixture cost	
Mechanical Permit		\$20 (Base)	11/2004	\$20 base fee + per fixture cost. Cost based.	89	\$3,805		\$20 + fixture cost	
Sign Permit		\$0.30/ sq. ft. \$20 minimum	7/2010	Size and number of signs generally dictates time of review on an escalating scale which may include site visit.	16	\$744.24		\$0.30/ sq. ft. \$20 minimum	
Temporary Sign Permit		\$20	7/2010	Actual cost average is undetermined but necessary time is typically less than one hour.	5	\$100		\$20	
Mobile/Manufactured Home: Single Section Multi-Section		\$75 \$75 per section	11/1996 Res. 15-96	Based on scope of review and required inspections	1	\$75		\$75 \$75 per section	

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RVs as Permanent Dwellings		\$75	1/2014 Res. 02-14	Based on scope of review and required inspections	0	\$0		\$75	
Keeping of Chickens Permit		\$10/initial \$5/renewal	1/2014 Res. 02-14	Base fee for scope of review as recommended by the Planning Commission based on public comment	17	\$120		\$10/initial \$5/renewal	
Beekeeping Permit		\$25/year	1/2014 Res. 02-14	Base fee for scope of review as recommended by the Planning Commission based on public comment	1	\$25		\$25/year	
General Land Use Application	\$240	\$100.00		NEW -To implement "planning approval" as specified in Zoning Text Amendment adopted by City Council 4/12/16.	9	\$900	\$240	\$250	7.5 Hours estimated review and coordination time
General Land Use Application Revision (Project/Site Plan Revision)	\$240	\$100.00		NEW -To implement "planning approval" as specified in Zoning Text Amendment adopted by City Council 4/12/16.	1	\$100	\$240	\$250	7.5 Hours estimated review and coordination time
<i>City staff review and processing time calculated at an estimated \$32.00/hr as most actions require time of some degree from most or all staff having varying salary scales. Also taken into consideration is time spent that overlaps with City initiated duties.</i>									

**CITY OF COLVILLE FEES
AIRPORT**

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Overnight tie down fee for all Itinerant Aircraft	\$2.00/night	03/2016 Res. 04-16	Use fees are founded on a number of airport averages	132	\$264.50	\$200.00	\$2.00/Night	\$5.00 increase would be justifiable when tiedown area is paved. This would be for up to 10 days after which the monthly fee would apply.
Monthly Use Fee - Single Engine Aircraft	\$25 per month	03/2016 Res. 04-16	Use fees are founded on a number of airport averages	31	\$8,925.00	Administration cost provided by city treasurer unknown	\$25	
Monthly Use Fee - Multi Engine Aircraft	\$35 per month	03/2016 Res. 04-16	Use fees are founded on a number of airport averages	2	\$620.00	same as single engine	\$35	
Annual Hangar Lease per square feet of hangar area **	\$.12/square ft	03/2016 Res. 04-16	Recommended by airport board based on a number of airport averages	25 leases	\$5,499.69	Administration cost provided by city treasurer unknown	\$.14/sq. ft	Leases expire 12/2033. Basis for increase ball park about 2% increase in fixed costs 8 years; Eight years since last increase.
Monthly fee to park vehicles, motorcycles, recreational vehicles and recreational equipment outside of hangar.	\$25 per month	03/2016 Res. 04-16		10 charges were made in 2017	\$250.00	Administration cost provided by city treasurer unknown	\$35/month	Increase to consider rates other storage units charge in many cases \$75/month and up. Only for 10 days or more. Request to store form with Treasurer.
Fuel Flowage Fee	0.065 per gallon	03/2016 Res. 04-16	Based on airport averages	based on 12,533 gallons at .065 cents/gallon	\$814.65	Administration cost provided by city treasurer unknown	NA	Not in Forest Service agreement it is covered elsewhere. Would apply to all other commercial fuel.
Unmovable Aircraft Storage	\$200 per month	03/2016 Res. 04-16	Based on insurance/salvage company costs for damaged aircraft storage	0	0	unknown	\$200/month	
Non-Aviation Event or Property Rental	\$75	03/2016 Res. 04-16	Labor for prep and clean up costs	0	0	unknown	\$150	Handle with Public Use of City Property permit through Building and Planning.
Auction Sales of Aircraft or Equipment	\$150	03/2016 Res. 04-16	Administration costs	0	0	unknown	unchanged	Handle with Public Use of City Property permit through Building and Planning.

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Aviation Fuel	Cost plus \$0.55/gallon, taxes and fees	03/2016 Res. 04-16	\$.55/gallon over and above city cost. Parts and estimated labor cost from 2017, 1082.00	10,820 gallons	Gross revenue \$49,092.88	Estimated \$1000	Due to unknown market and to stay competitive in local market, unknown	Revenue report does not show revenue earned on fuel purchased in 2017 but sold in 2018, 2017 profit at .55/gallon. Approximately \$5900, 2018 profit on fuel purchased in 2017, 1216.71 for a total of \$7116.71 profit for fuel purchased in 2017.
Courtesy Car Rental	\$10 per day		Labor, parts, supplies	59 uses	\$591.06	\$300.00	unchanged	
Late Fee	Any invoices not paid by the 15th of the following month will incur a \$5/month late fee	03/2016 Res. 04-16	Administration costs	46 charges	\$230.00	Administration cost provided by city treasurer unknown	<u>\$5/month late fee</u>	
Commercial Use Fees								
Base Rate up to 4 aircraft/operator	\$175/day	03/2016 Res. 04-16	Based on a number of average helibase rates	0	\$11,025.00	unknown	<u>\$190/day FS</u>	<u>For Forest Service agreement waive fuel flowage fee and include in daily rate. Based on 2016 collection for fuel flowage with Forest Service.</u>
Additional rate over 4 aircraft/operator	\$50/day/aircraft	03/2016 Res. 04-16		0	0	unknown	unchanged	
Fixed rate for admin/coordinator of project fire or the agency event (per occurrence)	\$500.00	03/2016 Res. 04-16	per occurrence	1 occurrence	\$500.00	unknown	unchanged	
Annual fee, fixed wing surveillance, severity helicopter or similar use	\$350.00	03/2016 Res. 04-16	Annual	1 occurrence	\$350.00	unknown	unchanged	
*Do the projected costs include salary/fringe plus parts/supplies?								
**annual lease total greater than \$250 will include WA state lease tax of 12.84%								