

KITTITAS COUNTY  
DEPARTMENT OF PUBLIC WORKS

**AGENDA STAFF REPORT**

**AGENDA DATE:** April 4, 2017

**ACTION REQUESTED:** Sign a Resolution To Adopt the 2017 Public Works Department Fees For the Kittitas County Airport Fund, Kittitas County Road Fund and Kittitas County Flood Control Fund

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**BACKGROUND:** The 2012 Kittitas County Public Works Department fees have been reviewed to determine the rate appropriate for full cost recovery. Additional services provided to the public have also been reviewed to determine the rate for full cost recovery of said services. The proposed 2017 fee schedules include:

Airport Fund: (Exhibit 'A')

County Road Fund: (Exhibit 'B')

Flood Control Fund: (Exhibit 'C')

A public hearing was opened on February 7, 2017 and continued to March 21, 2017. Public written comment was extended through March 31, 2017 at 4:00 p.m.

**INTERACTION:** Public Works Department

**RECOMMENDATION:** Sign a Resolution To Adopt the 2017 Public Works Department Fees For the Kittitas County Airport Fund, Kittitas County Road Fund and Kittitas County Flood Control Fund

**HANDLING:** Return one (1) original to Public Works

**ATTACHMENTS:** Resolution to Adopt 2017 Public Works Fee Schedules  
Airport Fund Fee Schedule (Exhibit 'A')  
County Road Fund Fee Schedule (Exhibit 'B')  
Flood Control Fund Fee Schedule (Exhibit 'C')

**LEAD STAFF:** Mark Cook, Director

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION NO: 2017-\_\_\_\_\_**

**TO ADOPT THE 2017 PUBLIC WORKS DEPARTMENT FEES FOR THE  
KITTITAS COUNTY AIRPORT FUND, KITTITAS COUNTY ROAD FUND AND  
KITTITAS COUNTY FLOOD CONTROL FUND**

**WHEREAS:** The Department of Public Works has submitted proposed 2017 fee schedules for the Kittitas County Airport Fund, Kittitas County Road Fund and the Kittitas County Flood Control Fund; and

**WHEREAS:** These fees have been reviewed to determine the rate appropriate for full cost recovery with adjustments on certain fees to provide a phased in rate of full cost recovery; and

**WHEREAS:** A public hearing opened on February 7, 2017, at 2:00 p.m. in the Commissioners' Auditorium was continued to March 21, 2017 at 2:00 p.m. where the public written comment period was extended to March 31, 2017 at 4:00 p.m.

**NOW, THEREFORE BE IT RESOLVED:** The Board of County Commissioners, after due consideration, does hereby adopt the proposed 2017 Public Works Department Fee Schedules for the Kittitas County Airport Fund, Kittitas County Road Fund and Kittitas County Flood Control Fund as shown in Exhibit 'A', Exhibit 'B' and Exhibit 'C'.

**ADOPTED** this 4th day of April, 2017.

BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

\_\_\_\_\_  
Paul Jewell, Chairman

Attest:

Clerk of the Board- Julie Kjorsvik

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Laura Osiadacz, Vice-Chairman

Deputy Clerk of the Board- Mandy Buchholz

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Obie O'Brien, Commissioner

# EXHIBIT 'A'



# EXHIBIT 'B'

**KITTITAS COUNTY ROAD FUND FEES**

**EXHIBIT 'B'**

**PUBLIC WORKS - OVER THE COUNTER SALES FEE LIST**

DESCRIPTION	04/04/17			
	2017 FEE	QTY	WSST	
Public Disclosure - Copies	Copies	See Kittitas County Code 2.55.070	Each	N/A
Public Disclosure - Scan	Scan /E-mail	See Kittitas County Code 2.55.070	Each	N/A
Public Disclosure	CD, Each Plus Time To Prepare	See Kittitas County Code 2.55.070	Each	N/A
Postage	Actual Charge For Mailing Copies Requested	See Kittitas County Code 2.55.070		
Copies - BLACK & WHITE	11 x 17 or Smaller	\$ 0.15	Each	N/A
Copies - COLOR	11 x 17 or Smaller	\$ 1.00	Each	N/A
Copies - CD	Cost of CD, \$0.10 per page conversion charge to convert document to PDF, plus time for copying the information	See Kittitas County Code 2.55.070	Each	N/A
Copies - BLACK & WHITE, LARGE FORMAT	Per Square Foot - Paper Size	\$ 2.50	Sq. Ft	N/A
Copies - COLOR, LARGE FORMAT	Per Square Foot - Paper Size	\$ 5.00	Sq. Ft	N/A
Postage - Address Plate	One (1) Address Plate	\$ 2.50	Flat Rate	N/A
Postage - Address Plate	Two (2) Each Address Plates	\$ 3.75	Flat Rate	N/A
Postage - Address Plate	Three (3) Each Address Plates	\$ 6.50	Priority Rate	N/A
Road Atlas	Per Book	\$ 30.00	Each	N/A
Plans and Specifications	\$25.00 Minimum Charge or Actual Cost - Higher of two	\$ 25.00	Min.	N/A
Over Legal Permits - Each Permit (Not Incl. Super Loads)	County Road Over Legal Incl. Width, Length, Height, Weight	See Kittitas County Code 10.16	Each	N/A
Over Legal Permits - Annual Permit (Not Incl. Super Loads)	County Road Over Legal Incl. Width, Length, Height, Weight	See Kittitas County Code 10.16	Annual	N/A

# KITTITAS COUNTY ROAD FUND FEES

## 2017 Estimated Permit Cost Model

Cost Recovery Scenarios and Revenue Estimates

### EXHIBIT 'B'

Fee Services For County Road	Scenarios (Calc. from Fee Model):					Full Cost of Service	Recommended Fee Scenario:			4/4/2017
	Scenario 1:	Scenario 2:	Scenario 3:	Scenario 4:	Scenario 5:		Current Fee	Recommended Percentage or 100% + Direct Costs (DC)	Fee Scenario	
<b>Public Works</b>	25%	50%	75%		100%				<b>2017 FEE</b>	
Access Permit	\$ 265	\$ 530	\$ 795	\$ 1,060	\$ 1,060	\$ 55	25%	\$ 265	\$ 270.00	
Address / Access Permit Combined Only	326	652	978	1,304	1,304	\$ 70	25%	\$ 326	\$ 330.00	
Address Permits	97	194	291	388	388	\$ 35	25%	\$ 97	\$ 100.00	
Addressing Plates	48	96	144	192	192	\$ 5	25%	\$ 48	\$ 50.00	
Building Move Application Permit	198	396	594	792	792	\$ 600	100%	\$ 792	\$ 800.00	
Franchise Permit	805	1,611	2,416	3,221	3,221	\$ 750	50%	\$ 1,611	\$ 1,615.00	
Franchise Permit - Complex + Direct Costs	805	1,611	2,416	3,221	3,221	\$ 600	100% + DC	\$ 3,221	\$ 3,225.00 +	
Grading Permits Over 500 yards	312	624	935	1,247	1,247	new fee	100%	\$ 1,247	\$ 1,250.00	
Grading Permits Under 500 yards	126	252	378	504	504	new fee	100%	\$ 504	\$ 505.00	
Haul Route Permit	187	374	560	747	747	\$ 80	100%	\$ 747	\$ 750.00	
Haul Route - Extended Use Permit	676	1,351	2,027	2,702	2,702	\$ 100	100%	\$ 2,702	\$ 2,700.00	
On-system County Road Establishment	942	1,885	2,827	3,770	3,770	\$ 1,500	100%	\$ 3,770	\$ 3,770.00	
Over Legal Road Permit (Super Loads)	188	375	563	750	750	\$ 600	100%	\$ 750	\$ 750.00	
Private Bridge Inspection + Direct Costs	842	1,683	2,525	3,366	3,366	new fee	100% + DC	\$ 3,366	\$ 3,370.00 +	
Private Road Inspection + Direct Costs	715	1,431	2,146	2,861	2,861	new fee	100% + DC	\$ 2,861	\$ 2,860.00 +	
Private Road Name Establishment	196	391	587	783	783	\$ 200	50%	\$ 391	\$ 400.00	
Right of Way Permit	477	953	1,430	1,906	1,906	\$ 55	25%	\$ 477	\$ 475.00	
Road Standards Variance Application	333	666	1,000	1,333	1,333	\$ 280	75%	\$ 1,000	\$ 1,000.00	
Road Standards Variance Appeal	799	1,598	2,397	3,196	3,196	new fee	50%	\$ 1,598	\$ 1,580.00	
Road Vacation Application	1,401	2,802	4,203	5,604	5,604	\$ 2,000	75%	\$ 4,203	\$ 4,205.00	
Short Plat	418	836	1,254	1,671	1,671	\$ 220	25%	\$ 418	\$ 420.00	
Final Plat (includes 1 civil review)	983	1,966	2,949	3,932	3,932	\$ 602	25%	\$ 983	\$ 985.00	
PUD Plat	1,015	2,030	3,046	4,061	4,061	\$ 602	75%	\$ 3,046	\$ 3,050.00	
Cluster Plats - 4 Lots or Less	432	865	1,297	1,730	1,730	new fee	50%	\$ 865	\$ 420.00	

# KITTITAS COUNTY ROAD FUND FEES

## 2017 Estimated Permit Cost Model

Cost Recovery Scenarios and Revenue Estimates

### EXHIBIT 'B'

	Scenarios (Calc. from Fee Model):				Full Cost of Service	Recommended Fee Scenario:			4/4/2017	
	Scenario 1:	Scenario 2:	Scenario3:	25%		50%	75%	100%		Recommended Percentage or 100% + Direct Costs (DC)
<b>Public Works</b>										
Cluster Plats - 5 Lots or More	1,017	2,034	3,051	4,067	new fee	75%	\$ 3,051	\$	985.00	
Boundary Line Adjustment	138	276	414	552	\$ 90	50%	\$ 276	\$	275.00	
Lot Consolidation (Parcel Combination)	76	152	227	303	new fee	50%	\$ 152	\$	150.00	
Commercial Alternative Energy Less Than 5 MW	1,236	2,472	3,708	4,943	new fee	100%	\$ 4,943	\$	4,945.00	
Commercial Alternative Energy 5 MW and More + Direct Costs	2,406	4,811	7,217	9,623	new fee	100% + DC	\$ 9,623	\$	9,625.00	
Rezone Requests	816	1,632	2,448	3,264	\$ 300	50%	\$ 1,632	\$	1,635.00	
SEPA Review	469	939	1,408	1,877	\$ 90	25%	\$ 469	\$	250.00	
Annexation Review	1,401	2,803	4,204	5,605	new fee	75%	\$ 4,204	\$	4,205.00	
Concurrency Review (Plats 5 Lots or More & Commercial)	922	1,843	2,765	3,687	new fee	100%	\$ 3,687	\$	3,690.00	
Preliminary Plat (includes 1 civil review)	508	1,016	1,524	2,032	\$ 602	50%	\$ 1,016	\$	1,020.00	
Plat Amendment	157	314	471	627	new fee	100%	\$ 627	\$	630.00	
Short Plat Amendment	157	314	471	627	new fee	100%	\$ 627	\$	630.00	
Pre App / Pre Submission (per meeting)	106	212	318	423	new fee	25%	\$ 106	\$	110.00	
Preliminary Site Analysis (PSA)	98	195	293	390	new fee	25%	\$ 98	\$	100.00	
Development Agreement	451	902	1,353	1,804	new fee	100%	\$ 1,804	\$	1,805.00	
Civil review resubmittal (each)	451	902	1,353	1,804	new fee	75%	\$ 1,353	\$	1,355.00	
Conditional Use Permits	380	759	1,139	1,519	\$ 418	75%	\$ 1,139	\$	1,140.00	

Listed fees represent the typical amount expended for review and processing, based on historical averages. It is the only fee charged for most applications, except those that are exceptional in scale and/or complexity. Applications that are exceptional in scale or complex will be determined at a pre-application meeting and will require a staffing/development agreement to be executed per KCC 15A.11. "Base fee" and "direct actual costs (DC)" include costs for staff, consultants, testing, hearing examiner, advertising, communications, postage and public notice expenses when those costs exceed the base (minimum) fee. Time is computed in increments not less than one-half hour. Expenses are payable prior to hearing (legislative and quasi-judicial) or final action (administrative). A final billing will include advertising and public hearing expenses.

# EXHIBIT 'C'

# KITTITAS COUNTY FLOOD CONTROL FUND FEES

## 2017 FLOOD CONTROL FUND ESTIMATED PERMIT COST MODEL

### EXHIBIT 'C'

Cost Recovery Scenarios and Revenue Estimates

	Scenarios (Calc. from Fee Model):					Recommended Fee Scenario:	4/4/2017		
	Scenario 1:	Scenario 2:	Scenario3:	Full Cost of Service					
<b>Flood</b>	25%	50%	75%	100%		<b>Current Fee</b>	<b>Recommended Percentage</b>	<b>Fee Scenario</b>	<b>2017 FEE</b>
<b>Flood Plain Management Permit</b>	\$ 499	\$ 998	\$ 1,497	\$ 1,995		<b>\$ 180.00</b>	25%	\$ 499	\$ 500.00
<b>CLOMR Permit (Flood Permit)</b>	460	920	1,380	1,840		<b>new fee</b>	100%	\$ 1,840	\$ 2,000.00
<b>Flood Plain Solar Panel Permit</b>	65	131	196	261		<b>\$ 50.00</b>	25%	\$ 65	\$ 55.00
<b>Shorline Permit Review</b>	138	276	414	552		<b>new fee</b>	100%	\$ 552	\$ 550.00
<b>Shoreline Setback Variance Review</b>	138	276	414	552		<b>new fee</b>	100%	\$ 552	\$ 550.00
<b>Shoreline Substantial Development</b>	138	276	414	552		<b>new fee</b>	100%	\$ 552	\$ 550.00
<b>Shoreline Conditional Use</b>	138	276	414	552		<b>new fee</b>	100%	\$ 552	\$ 550.00
<b>Shoreline Exemption</b>	138	276	414	552		<b>new fee</b>	100%	\$ 552	\$ 550.00

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