

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

RESOLUTION NO. 2015- 151

**A RESOLUTION AMENDING THE SERVICE FEES BY COMMUNITY DEVELOPMENT
SERVICES CHARGED FOR BUILDING AND LAND USE SERVICES**

- WHEREAS,** Kittitas County Code 14.04.060 and 17.92.030 authorizes the County to review fees charged for services provided including land use and building permits; and
- WHEREAS,** On June 21, 2011, the Board of County Commissioners Passed Resolution 2011-057 which modified permit, land use application, and publication fees collected by Community Development Services, Fire Marshal, and Public Works Department, and found that such funds would provide a full cost recovery for review of permits, land use applications, and publication fees; and
- WHEREAS,** In the fall of 2011 the County was notified by the State Auditor's Office of a potential concern regarding the use and accounting of building and land use permit fees noting that the County should "show evidence that the fees collected from permits are only used" for purchased services; and
- WHEREAS,** The Central Washington Home Builders Association requested information to determine that the County was collecting only fees necessary to support the services to process building and land use permits; and
- WHEREAS,** The BOCC in 2012 established a staff task group to make recommendations to the Board and ordered a staff study be conducted to review activities necessary to complete building and land use permits within CDS; and
- WHEREAS,** The staff task force found that the existing fee structure may not accurately assure that existing fees provided adequate revenue to provide permit processing, and thereby recommended that an enterprise fund be established for CDS, and recommended that CDS track and monitor revenues and expenditures separate from the General fund on a per task basis to determine costs needed to conduct permitting services; and
- WHEREAS,** As a result of such recommendation in 2012, the Board of County Commissioners established an enterprise system for the CDS permit processing activities, and began to monitor time expended on permit processing service activities; and

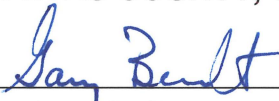
- WHEREAS,** The Board of County Commissioners in 2014, through a competitive bidding process interviewed consultants experienced in determining the cost of providing public service by a public agency; and
- WHEREAS,** The County contracted services of FCS Group to determine adequate fees to cover the cost of services provided to process a land use or building permit; and
- WHEREAS,** The consultant monitored activities of personnel when processing the permits and made a determination of the actual cost for providing the service to process land use and building permits; and
- WHEREAS,** The consultant presented these determinations of the cost to provide land use and building permitting services to the Board of County Commissioners at a public meeting; and
- WHEREAS,** A fee model for new construction was developed and designed to determine a construction fee which could be adjusted based upon the amount of new construction activity occurring in a single year; and
- WHEREAS,** The Board of County Commissioners on October 20, 2015 set a date for public hearing to hear comments and consider potential CDS fee changes; and
- WHEREAS,** Public notice for such a hearing was provided the public in the Daily Record on October 22, 2015 and October 29, 2015, and in the Northern Kittitas County Tribune on October 29, 2015; and
- WHEREAS,** Public Hearing was held before the Board of County Commissioners on November 3, 2015 to consider the change in fees to process permits by Community Development Services, and comments were received and considered; and
- WHEREAS,** Fees were recommended by CDS staff to the Board of County Commissioners at this hearing based upon the monitoring of staff activities in the processing of permits, and the consultant's determination of a full cost to provide these building and land use services; and
- WHEREAS,** It was recommended by the staff at this hearing that these fees be re-examined on an annual basis using the model that has been established, and described in Attachment A.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the attached Exhibit A reflect the new fees for processing and issuing land use and building permits by the Community Development Services in Kittitas County effective on January 1, 2016; and

BE IT FURTHER RESOLVED AND HEREBY ORDERED, that service monitoring conducted in 2015 be continued, and that fees charged by CDS for land use and building permit services be re-evaluated annually based upon such monitoring for consideration in adjustment by the Board of County Commissioners for each fiscal year.

ADOPTED this 17th day of November, 2015

**BOARD OF COUNTY COMMISSIONERS
KITITAS COUNTY, WASHINGTON**



Gary Berndt, Chairman

ABSENT

Obie O'Brien, Vice-Chairman



Paul Jewell, Commissioner



CLERK OF THE BOARD



Julie A. Kjorsvik

APPROVED AS TO FORM:

Neil Caulkins,
Deputy Prosecuting Attorney