


SULTAN PLANNING BOARD AGENDA ITEM COVER SHEET

ITEM NO: D - 3

DATE: March 8, 2007

SUBJECT: Review a proposed amendment to filing fee for a Conditional Use Permit set in Sultan Municipal Code 21.04.030.

CONTACT PERSON: Deborah Knight, City Administrator 

ISSUE:

The issue before the Planning Board is to consider an amendment to Sultan Municipal Code (SMC) 21.04.030 to remove the \$850.00 fee set in the code and provide for the fee to be set by resolution through the annual fee schedule adopted by the City Council.

STAFF RECOMMENDATION:

Review a proposed amendment to Sultan Municipal Code 21.04.030 to remove the \$850.00 fee set in the code and provide for the fee to be set by resolution through the annual fee schedule adopted by the City Council.

Following the Planning Board's consideration of the proposed amendment, the Board may want to prepare recommendations and direct staff to set a public hearing on the proposed amendment.

SUMMARY:

For comprehensive plan and development regulation amendments, the statutes (RCW 35A.63.073 and 35A.63.070) require that the planning board hold at least one public hearing. Notice is to be given as provided by ordinance and published at least ten days prior to the hearing. If continued hearings are held, no additional notices need be published.

In this case, the City is looking to amend a filing fee for a conditional use permit as set forth in Chapter 21.040.030.

21.04.030 Application – Requirements and fees.

Application for conditional use permits shall be filed with the planning department on forms prescribed by that office. A filing fee of \$850.00 shall accompany all applications. The planning commission will review applications for conditional use permits and the recommendations will be passed to the city council for final action. The planning commission may recommend to the city council denial, approval, or approval with conditions. Conditional use applicants must adhere to all applicable public notification requirements. Denial of conditional use permit applications is not appealable. All conditional use permits are subject to design review procedures. (Ord. 690-98)

The filing fee was set ten years ago with the adopting ordinance (690-98) and does not cover the costs incurred by the City for staff time to process the permit application. City staff recommend changing the fee from a flat \$850 to \$500 plus direct costs. The \$500 covers City staff time. Direct costs are limited to those costs that are invoiced to the City, through a consultant or contractor, and passed on to the applicant.

DISCUSSION:

The \$850 filing fee has not been significantly adjusted in 10 years. The inflation rate from December 1997 to December 2007 is 30.21%.¹ Adjusted for inflation, the fee would be \$1,106.78

The City's previous policy in constructing a fee schedule for development applications is to in general try to recover 100% of direct costs of processing development applications.

The staff work that is accounted for in structuring the fee schedule includes the work of all City departments involved in review of major development applications, from the time an application is originally submitted through the time that the application has been approved for construction, and a Certificate of Occupancy is issued.

The \$500 cost estimate includes staff time. The proposed fee change does not account for overhead costs such as office and building maintenance, computers, utility costs for City Hall, etc. The calculations were based on staff time (salaries and benefits for staff costs) and direct costs of supplies, ads, and mailings.

FISCAL IMPACT:

The fiscal impact is to ensure that the cost of providing service to the applicant meets the City's policy goal recovering 100% of direct costs of processing development applications.

¹http://inflationdata.com/Inflation/Inflation_Calculators/Inflation_Rate_Calculator

For comparison, the table below shows the fees charged by area cities for a conditional use permit. The Association of Washington Cities conducts a fee survey every other year. AWC conducted the last fee survey in 2006.

City	Conditional Use Permit 2006 AWC Fee Survey
Carnation	1000
Darrington	850
Gold Bar	225
Kirkland	\$8160 + \$300 (unit)
Marysville	\$1000 + \$1500 (if public hearing required)
Mill Creek	1500
Monroe	1000
Sultan (current)	850
Sultan (proposed)	500 + direct expense

RECOMMENDATION:

1. Review a proposed amendment to Sultan Municipal Code 21.04.030 to remove the \$850.00 fee set in the code and provide for the fee to be set by resolution through the annual fee schedule adopted by the City Council.
2. Following the Planning Board's consideration of the proposed amendment, the Board may want to prepare recommendations and direct staff to set a public hearing on the proposed amendment.

ATTACHMENT

A – SMC 21.04

Chapter 21.04 CONDITIONAL USE PERMITS

Sections:

21.04.010 Purpose.

21.04.020 Uses requiring a conditional use permit.

21.04.030 Application – Requirements and fees.

21.04.050 Criteria.

21.04.052 Additional criteria for single-family detached dwelling (clustered).

21.04.054 Additional criteria for duplexes or two-family dwellings.

21.04.060 Expiration and renewal.

21.04.070 Revocation of permit.

21.04.080 Performance bond and other security.

21.04.090 Resubmittal of application.

21.04.010 Purpose.

It is the purpose of this chapter to establish review and permit approval procedures for unusual or unique types of land uses, which, due to their nature, require special consideration of their impact on the neighborhood, and land uses in the vicinity. The uses in this chapter may be located in any district by special permission of the planning commission under such conditions as the commission may recommend and the city council shall approve. (Ord. 690-98)

21.04.020 Uses requiring a conditional use permit.

The following are the uses which require a conditional use permit:

A. The conditional uses listed in the specified use districts require a conditional use permit in order to locate and operate in an appropriate zone district within the city.

B. Existing nonconforming uses which wish to expand. (Ord. 690-98)

21.04.030 Application – Requirements and fees.

Application for conditional use permits shall be filed with the planning department on forms prescribed by that office. A filing fee of \$850.00 shall accompany all applications. The planning commission will review applications for conditional use permits and the recommendations will be passed to the city council for final action. The planning commission may recommend to the city council denial, approval, or approval with conditions. Conditional use applicants must adhere to all applicable public notification requirements. Denial of conditional use permit applications is not appealable. All conditional use permits are subject to design review procedures. (Ord. 690-98)

21.04.050 Criteria.

The following criteria shall apply in granting a conditional use permit:

A. The proposed conditional use will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity of the proposed conditional use or in the district in which the subject property is situated;

B. The proposed conditional use shall meet or exceed the performance standards that are required in the district it will occupy;

C. The proposed conditional use shall be compatible generally with the surrounding land uses in terms of traffic and pedestrian circulation, building and site design as approved by the design review committee;

D. The proposed conditional use shall be consistent with the goals and policies of the comprehensive land use policy plan;

E. All measures have been taken to minimize the possible adverse impacts, which the proposed use may have on the area in which it is located. (Ord. 690-98)

21.04.052 Additional criteria for single-family detached dwelling (clustered).

The following additional criteria apply to allow single-family detached dwelling(s) (clustered):

A. The density on the property may not be greater than but should match the density for single-family detached dwellings;

B. Where urban density goals are to be achieved, but critical areas can be adequately protected, dimensional requirements for lot size, lot width, front and rear yard setbacks may be decreased by no more than 20 percent;

C. As a result of the design of the subdivision, a minimum of 20 percent of the net land area of continuous, publicly accessible open space such as stream or wetland and associated buffers, a ravine, bluff or other unique topographic feature, or conservation area is preserved;

D. As a result of the dwellings and any subdivision, the availability of housing to all economic segments of the population is increased, and housing density variety is preserved throughout the community. (Ord. 780-02 § 16)

21.04.054 Additional criteria for duplexes or two-family dwellings.

The following additional criteria apply to allow duplexes or two-family dwellings:

A. Only one other duplex or multifamily use may exist within 300 feet of the proposed use and there must be at least a 100-foot separation (building to building) between the uses.

B. The proposed dwelling has been designed to be harmonious with the neighborhood and is constructed to provide the appearance of a single-family unit by, for example, altering the location of the front doors and windows; garages and access to garages; parking; landscaping and fencing; utilities and mailbox locations; building heights consistent with surrounding properties; exterior colors and materials; and differing setbacks, all of which are confirmed by a site plan. (Ord. 780-02 § 17)

21.04.060 Expiration and renewal.

A conditional use permit shall automatically expire one year after a notice of decision approving the permit is issued unless a building permit conforming to plans for which the CUP was granted is obtained within that period of time. A conditional use permit shall automatically expire unless substantial construction of the proposed development is completed within two years from the date a notice of decision approving the permit is issued. The planning commission or city council, on appeal, may authorize longer periods for a conditional use permit if appropriate for the project. The planning commission or city council, on appeal, may grant a single renewal of the conditional use permit if the party seeking the renewal can demonstrate extraordinary circumstances or conditions not known or foreseeable at the time the original application for a conditional use permit was granted, which would not warrant such a renewal. No public hearing is required for a renewal of a conditional use permit. (Ord. 690-98)

21.04.070 Revocation of permit.

A. The planning commission may revoke or modify a conditional use permit. Such revocation or modification shall be made on any one or more of the following grounds:

1. That the approval was obtained by deception, fraud, or other intentional and misleading representations;
2. That the use for which such approval was granted has been abandoned;
3. That the use for which such approval was granted has at any time ceased for a period of one year or more;
4. That the permit granted is being exercised contrary to be the terms or conditions of such approval or in violation of any statute, resolution, code, law or regulation; or
5. That the use for which the approval was granted was so exercised as to be detrimental to the public health or safety.

B. Any aggrieved party may petition the planning commission in writing to initiate revocation or modification proceedings.

C. Before a conditional use permit may be revoked or modified, a public hearing shall be held. Procedures concerning notice, reporting and appeals shall be the same as required by this chapter for the initial consideration of a conditional use permit application. (Ord. 690-98)

21.04.080 Performance bond and other security.

A performance bond or other adequate and appropriate security may be required for any elements of the proposed project which the planning commission or city council, on appeal, determines are crucial to the protection of the public welfare. Such bond shall be in an amount equal to 125 percent of the cost of the installation or construction of the applicable improvements. (Ord. 690-98)

21.04.090 Resubmittal of application.

An application for a conditional use permit, which has been denied, may not be resubmitted within six months from the date of planning commission or council disapproval, whichever is later. (Ord. 690-98)