

**FIRCREST CITY COUNCIL  
SPECIAL MEETING AGENDA**

**MONDAY, OCTOBER 15, 2018  
6:00 P.M.**

**COUNCIL CHAMBERS  
FIRCREST CITY HALL, 115 RAMSDELL STREET**

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- 1. Call To Order**
- 2. Pledge Of Allegiance**
- 3. Roll Call**
- 4. Agenda Modifications**
- 5. Planning and Building Fee Schedule**
- 6. Accessory Dwelling Units**
- 7. Adjournment**



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## THE CITY OF FIRCREST

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115 RAMSDELL STREET • FIRCREST, WASHINGTON 98466-6999 • (253) 564-8901 • FAX (253) 566-0762

### **City Council Study Session**

**October 15, 2018**

***Proposed Planning  
and Building Fee Schedule***

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Attached is a copy of the PowerPoint for Monday's study session and a draft copy of the proposed fee schedule.

The presentation is a direct comparison between the current fees and the new fees being proposed.

The current proposal incorporates the Council comments received at the August Study Session. Also, after discussing the proposal with the City's attorney, our planning consultant, building official and conducting further research, staff is comfortable that the increases presented meet the requirement that they be reasonably-based.

The fee schedule provided is a draft. The final version will go before the City Council at a future meeting for action. Comments and direction received at the study session will help refine the final proposal.

**Attachments:**

1. Proposed Planning and Building Fee Schedule (draft)
2. Study Session PowerPoint



# Planning and Building Fee Schedule

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OCTOBER 15, 2018  
STUDY SESSION



# Goals

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- Cover Expenses
- Review Other Cities – method and model
- Simplify Where Possible

**Cost recovery must be  
reasonably-based -  
a reasonable relationship to  
expenses and the services rendered**

# Single-Family Dwelling and Duplex

<b>New Construction</b>	<b>Current</b>	<b>Proposed</b>
Building Permit (includes clearing and grading)	See Value-Based Fee Table	See Value-Based Fee Table
Plan Review	65% of building permit	65% of building permit
Energy Code Review	\$100	\$100
Design and Site Review	\$90	\$150
Site Development (storm and erosion control)	\$300	\$300
Whole House Mechanical	\$250	\$250
Whole House Plumbing	\$250	\$250
Single-Family Dwelling Sprinkler System	\$60 - \$105 + .50 per head over 100	\$100

<b>Additions and Detached Accessory Structures</b>	<b>Fee</b>	
Building Permit	See Value-Based Fee Table	See Value-Based Fee Table
Plan Review	65% of building permit	65% of building permit
Energy Code Review	\$50	\$50
Design and Site Review	\$45	\$75
Site Development (storm and erosion control)	\$300	\$150
Mechanical Permit	\$30 plus various unit fees	\$40 plus \$15 item
Plumbing Permit	\$30 plus various unit fees	\$40 plus \$15 item
Additions/Repairs to existing sprinkler systems	\$30	\$50

# Single-Family Dwelling and Duplex

Remodel	Current	Proposed
Building Permit	See Value-Based Fee Table	See Value-Based Fee Table
Plan Review	65% of building permit	65% of building permit
Energy Code Review	\$50	\$50
Design and Site Review (if required)	\$45	\$75
Mechanical Permit	\$30 plus various unit fees	\$40 plus \$15 item
Plumbing Permit	\$30 plus various unit fees	\$40 plus \$15 item
Additions/Repairs to existing fire systems	\$30	\$50

Other Residential Permits		Fee
Re-roof	\$54.50	\$100
Clearing and Grading prior to permit issuance	\$50	\$50
Demolition Permit	\$80	\$100
Other construction requiring permit	See Value-Based Fee Table	See Value-Based Fee Table
Adult Family Home Inspection (minimum 2 hours)	\$95 per hour	\$100 per hour

# Multi-Family and Non-residential

New Construction	Current	Proposed
Building Permit	See Value-Based Fee Table	See Value-Based Fee Table
Plan Review	65% of building permit	65% of building permit
Energy Code Review	\$100 - \$550 based on SF	\$200
Design and Site Review	See Planning Fee Schedule	See Land Use Types
Site Development	\$250 - \$500 plus dep	\$350 plus \$1000 dep
Mechanical Permit	Mechanical Fee Table	Use Value-Based Fee Table
Plumbing Permit	Plumbing Fee Table	Use Value-Based Fee Table

Tenant Improved and Remodel		Fee
Building Permit	See Value-Based Fee Table	Use Value-Based Fee Table
Plan Review	65% of building permit	65% of building permit
Energy Code Review	\$50-\$225 based on SF	\$100
Mechanical Permit	\$30 plus various unit fees	\$40 plus \$15 item
<i>Estimated Values over \$5000</i>	Mechanical Fee Table	Use Value-Based Fee Table
Plumbing Permit	\$30 plus various unit fees	\$40 plus \$15 item
<i>Estimated Values over \$5000</i>	Plumbing Fee Table	Use Value-Based Fee Table

# Multi-Family and Non-residential

Other Commercial Permits	Current	Proposed
Demolition Permit	\$130	\$200
Fire Permit	\$60 - \$105 + .50 per head over 100	\$150
Non-project Clearing and Grading	See Planning Fee Schedule	See Type II-B
Plumbing/Mechanical Plan Review	50% of permit fee	50% of permit fee
Re-roof	\$100	\$150
Site Development Permit	\$250/375-\$500 plus \$700/1250/\$2800 dep	\$375 plus \$1000 dep



# Value-Based Fee Table

Project Valuation		Current	Proposed
\$1.00 to \$500		\$23.50	
\$501 to \$2,000	<i>For the first \$500</i>	\$23.50	\$100
	<i>For each additional \$100</i>	Plus \$3.05	
\$2,001 to \$25,000	<i>For the first 2000</i>	\$69.25	\$100
	<i>For each additional \$1,000</i>	plus \$14	plus \$17
\$25,001 to \$50,000	<i>For the first \$25,000</i>	\$391.25	\$491
	<i>For each additional \$1,000</i>	plus \$10.10	plus \$12
\$50,001 to \$100,000	<i>For the first \$50,000</i>	\$643.75	\$791
	<i>For each additional \$1,000</i>	plus \$7	plus \$9
\$100,001 to \$500,000	<i>For the first 100,000</i>	\$993.75	\$1,241
	<i>For each additional \$1,000</i>	plus \$5.6	plus \$7
\$501,000 to \$1,000,000	<i>For the first 500,000</i>	\$3,233.75	\$4041
	<i>For each additional \$1,000</i>	plus \$4.75	plus \$5
Over \$1,000,000	<i>For the first \$1,000,000</i>	\$5,608.75	\$6,541
	<i>For each additional \$1,000</i>	plus \$3.65	plus \$4



# Planning Permit

Other Land Use Fees	Current	Proposed	Deposit
Accessory Dwelling Unit - Attached	\$90	\$150	
Accessory Dwelling Unit - Detached	CUP	See Type III-A	
Home Occupation			
<i>Type I-A</i>	\$90	\$25	
<i>Type I-B</i>	\$90	\$50	
<i>Type II</i>	CUP	See Type III-A	
SEPA Checklist	\$200	\$200	\$500
SEPA Environmental Impact Study	\$540	\$550	\$4,300
Short-Term Rentals		\$150	
Temporary accessory structures listed in FMC 22.58.015	exempt	exempt	
Zoning Verification	None Set	\$200	
<b>Appeals and Continuations</b>		<b>Fees</b>	
Public Hearing Continuation Request	\$100	\$100	
Reconsideration	\$100	\$100	*
Appeal of Administrative Decision	\$100	\$100	*
Appeal of Planning Commission or Hearing Examiner Decision	\$100	\$100	*
Appeal of SEPA Determination	\$100	\$100	*
Appeal of Building Official Decision	None Set	\$100	*

Note: Appellants who substantially prevail on appeal or reconsideration, as determined by the **hearing examiner**, shall not be billed for the actual cost of the application. Appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing, shall be billed for the actual cost of the application.



# Land Use Applications

- Establishing fee based on project type (same type = same process = same intake fee)
- Eliminating different fees for different “sizes”

Project Types		Current	Fees	Deposit
Type I (includes 1 hour staff review)		\$90+dep	\$100	\$250
Type II-A	<i>Minor Variance</i>	\$180+dep	\$250	\$300
	<i>Minor Site Plan</i>	\$180+dep		
	<i>Administrative Use Permit</i>	\$360+dep		
Type II-B	<i>Short Plat</i>	\$180+dep	\$250	\$1,000
	<i>Final Site Plan – small</i>	\$225+dep		
	<i>Final Site Plan – medium</i>	\$360+dep		
	<i>Final Site Plan - large</i>	\$540+dep		
	<i>Binding Site Plan</i>	None set		
Type III-A (SFR/MF-NR)	<i>Major Variance</i>	\$270+dep	\$400/\$750	\$1000/\$2000
	<i>Major Site Plan – small</i>	\$450+dep		
	<i>Major Site Plan – medium</i>	\$720+dep		
	<i>Major Site Plan - large</i>	\$1,080+dep		
	<i>Conditional Use Permit</i>	\$315+dep		
Type III-B	<i>Rezone</i>	\$450+dep	\$500	\$2,000
Type IV	<i>Final Plat</i>	\$360+dep	\$400	\$1,250
Type V	<i>Zoning Text Amendment</i>	\$450+dep	\$500	\$2,000
	<i>Comprehensive Plan Amendment</i>			

**Note:** Alterations and Vacations will be charge at 50% of the fee rate



# Miscellaneous

<b>Signs</b>	<b>Current</b>	<b>Proposed</b>
Monument	\$90	Type II-B (\$250+dep)
Wall	\$90	Type I (\$100)
Accessory	\$90	Type I (\$100)

<b>Inspections</b>		<b>Fees</b>	<b>Minimum</b>
Certificate of Occupancy Only	None set	\$100 per hour	.5 hours
Courtesy During Normal Inspection Hours	\$85 per hour	\$100 per hour	.5 hours
Life Safety Inspection	\$85 per hour	\$100 per hour	2 hours
Outside Normal Hours	\$85 per hour	\$100 per hour	2 hours
Re-inspection Fee	\$85 per hour	\$50	

<b>Other</b>		<b>Fees</b>
Additional Plan Review (minimum .5 hour)	\$85 per hour	\$100 per hour
Investigation Fees/Work without Permits	Double Permit	Double Permit Fee
Permit Extension (if granted over 1 year from issuance)	50% of permit	50% of permit
Temporary Certificate of Occupancy	None set	\$50
Outside Consultants	Actual Cost	Actual Cost



# Planning and Building Fee Schedule

## Land Development

*Land use applications shall be assessed by Type as identified in FMC 22.05 unless otherwise indicated. The applicant shall be responsible for the actual cost incurred by the City in processing the application. The Planning Director may adjust the initial deposit depending on size of project.*

Project Types	Fees	Deposit
Type I (includes 1 hour staff review)	\$100	\$250
Type II-A	\$250	\$300
Type II-B	\$250	\$1,000
Type III-A (residential/non-residential)	\$400/\$750	\$1000/\$2000
Type III-B	\$500	\$2,000
Type IV	\$400	\$1,250
Type V	\$500	\$2,000

**Note:** Alterations and Vacations will be charge at 50% of the fee rate

Other Land Use Fees	Fees	Deposit
Accessory Dwelling Unit - Attached	\$150	
Accessory Dwelling Unit - Detached	See Type III-A	
Home Occupation		
<i>Type I-A</i>	\$25	
<i>Type I-B</i>	\$50	
<i>Type II</i>	See Type III-A	
SEPA Checklist	\$200	\$500
SEPA Environmental Impact Study	\$550	\$4,300
Short-Term Rentals ( <i>includes life safety inspection</i> )	\$150	
Temporary accessory structures listed in FMC 22.58.015	exempt	
Zoning Verification	\$200	

Appeals and Continuations	Fees	
Public Hearing Continuation Request	\$100	
Reconsideration	\$100	*
Appeal of Administrative Decision	\$100	*
Appeal of Planning Commission or Hearing Examiner Decision	\$100	*
Appeal of SEPA Determination	\$100	*
Appeal of Building Official Decision	\$100	*

*\* Appellants who substantially prevail on appeal or reconsideration, as determined by the hearing examiner, shall not be billed for the actual cost of the application. Appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing, shall be billed for the actual cost of the application.*

# Planning and Building Fee Schedule

## Single-Family Dwelling and Duplex

New Construction	Fee
Building Permit (includes clearing and grading)	See Value-Based Fee Schedule
Plan Review	65% of building permit
Energy Code Review	\$100
Design and Site Review	\$150
Site Development (storm and erosion control)	\$300
Whole House Mechanical	\$250
Whole House Plumbing	\$250
Single-Family Dwelling Sprinkler System	\$100

Additions and Detached Accessory Structures	Fee
Building Permit	See Value-Based Fee Schedule
Plan Review	65% of building permit
Energy Code Review	\$50
Design and Site Review	\$75
Site Development (storm and erosion control)	\$150
Mechanical Permit	\$40 plus \$15 item
Plumbing Permit	\$40 plus \$15 item
Additions/Repairs to existing sprinkler systems	\$50

Remodel	Fee
Building Permit	See Value-Based Fee Schedule
Plan Review	65% of building permit
Energy Code Review	\$50
Design and Site Review (if required)	\$75
Mechanical Permit	\$40 plus \$15 item
Plumbing Permit	\$40 plus \$15 item
Additions/Repairs to existing sprinkler systems	\$50

Other Residential Permits	Fee
Re-roof	\$100
Clearing and Grading prior to permit issuance	\$50
Demolition Permit	\$100
Other construction requiring a building permit	See Value-Based Fee Schedule
Adult Family Home Inspection (minimum 2 hours)	\$100 per hour
Non-project Clearing and Grading	See Type II-B

**Note:** Square footage values based on International Code Council Building Valuation Table with .09 modifier; Remodels, Covered Porches, and Accessory Structures: 50% new construction; Uncovered Decks: 25% new construction

# Planning and Building Fee Schedule

## Multi-Family and Non-Residential

New Construction	Fee	Deposit
Building Permit	See Value-Based Fee Table	
Plan Review	65% of building permit	
Energy Code Review	\$200	
Design and Site Review	See Land Use Types	
Site Development	\$350	\$1,000
Mechanical Permit	Use Value-Based Fee Table	
Plumbing Permit	Use Value-Based Fee Table	

Tenant Improved and Remodel	Fee
Building Permit	Use Value-Based Fee Table
Plan Review	65% of building permit
Energy Code Review	\$100
Mechanical Permit	\$40 plus \$15 item
<i>Estimated Values over \$5000</i>	Use Value-Based Fee Table
Plumbing Permit	\$40 plus \$15 item
<i>Estimated Values over \$5000</i>	Use Value-Based Fee Table

Other Commercial Permits	Fee	Deposit
Demolition Permit	\$200	
Fire Permit	\$150	
Non-project Clearing and Grading	See Type II-B	
Plumbing/Mechanical Plan Review	50% of permit fee	
Re-roof	\$150	
Site Development Permit	\$375	\$1,000

### VALUE-BASED FEE TABLE

Project Valuation	Fee
\$1.00 to \$2,000	\$100
\$2,001 to \$25,000	\$100 plus \$17
<i>For the first \$2000</i>	
<i>For each additional \$1,000</i>	
\$25,001 to \$50,000	\$491 plus \$12
<i>For the first \$25,000</i>	
<i>For each additional \$1,000</i>	
\$50,001 to \$100,000	\$791 plus \$9
<i>For the first \$50,000</i>	
<i>For each additional \$1,000</i>	
\$100,001 to \$500,000	\$1,241 plus \$7
<i>For the first \$100,000</i>	
<i>For each additional \$1,000</i>	
\$501,000 to \$1,000,000	\$4,041 plus \$5
<i>For the first \$500,000</i>	
<i>For each additional \$1,000</i>	
Over \$1,000,000	\$6,541 plus \$4
<i>For the first \$1,000,000</i>	
<i>For each additional \$1,000</i>	



# Planning and Building Fee Schedule

## Miscellaneous

Signs	Fees
Monument	Type II-B (\$250+dep)
Wall	Type I (\$100)
Accessory	Type I (\$100)

Inspections	Fees	Minimum
Certificate of Occupancy Only	\$100 per hour	.5 hours
Courtesy During Normal Inspection Hours	\$100 per hour	.5 hours
Life Safety Inspection	\$100 per hour	2 hours
Outside Normal Hours	\$100 per hour	2 hours
Re-inspection Fee	\$50	

Other	Fees
Additional Plan Review (minimum .5 hour)	\$100 per hour
Investigation Fees/Work without Permits	Double Permit Fee
Permit Extension (if granted over 1 year from issuance)	50% of permit
Temporary Certificate of Occupancy	\$50
Outside Consultants	Actual Cost

# Memo

**To:** Fircrest City Council  
**From:** Scott Pingel  
**Date:** October 12, 2018  
**Re:** ADU Billing Discussion

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**Honorable Mayor and City Councilmembers,**

At the October 15, 2018 City Council Study Session, the Council will be discussing Accessory Dwelling Units (ADUs) and how will bill them for utilities. This memo is simply meant as a reminder of the information that the council has received previously.

Our building code basically follows the International Building Code (IBC). Accordingly, an "Accessory Dwelling Unit (ADU) is considered a single unit that provides living facilities for one or more persons. Dwelling units include permanent provisions for living, sleeping, eating, cooking and sanitation, thus providing a complete independent living arrangement." In the Fircrest Municipal Code (FMC 22.98.012) " 'Accessory Dwelling Unit' means a **second dwelling unit added to a single-family detached dwelling or created within** and on the same lot as a single-family detached dwelling unit, which is designed as a completely independent unit which provides for living, sleeping, cooking and sanitation." This definition was adopted in 2000.

Not every addition to a home is considered an ADU, nor is every room rented out by an owner. Any additional living space **with the aforementioned living facilities** developed on a property whether attached to the primary structure or not is an ADU. In order to be an ADU, it has to have the provisions listed in the definition (living, sleeping, cooking, sanitation). An option available to property owners and one that several use is to develop additional space or living area without the additional kitchen facilities (cooking provisions). For the most part, this means leaving out an oven and range.

Under FMC 21.04 (regarding the water utility) "a 'Multiple Dwelling' is defined to be the space provided for the separate occupancy of an individual or family unit with separate living quarters and kitchen. Multiple dwellings shall consist of all places wherein more than one dwelling unit is located and where water is supplied to two or more dwelling units through a single connection to the water lines of the city." This definition was NOT changed with the rate changes made in 2016, which would date this definition back to at least 2001. Charging per connection, which means per dwelling unit, according to FMC 21.04.030 dates back to at least 2007. Our billing practices for ADU's would then date back at least that far.

The City currently has 7 ADU's that we are aware of through Planning and Building records. The audit performed in conjunction with the rate changes in early 2017 showed that 4 of them were not being billed correctly. Those 4 utility customers were notified and the billing was corrected. The ADU's we have on record are the following: 710 Princeton (which is a separated lot with two meters and two accounts, so it is a little different), 145 Golden Gate, 125 Farallone, 618 Ramsdell, 106 Holly, 310 Eldorado, and 222 Farallone.

Through the various discussions we've had about ADU's, there has been some sentiment that someone renting out an ADU or using it as a short-term rental should be paying utilities on the ADU, while those housing a parent or other family member should not be paying utilities for the ADU. We are not able to separate these two things in our billing practices, and it is quite nearly impossible to keep track of which accounts are doing what with their ADU's. They don't have to tell us when their situation changes.

Our current billing practices regarding ADU's are consistent with other utilities in the Puget Sound region, and they are consistent with the few other cities I have worked for throughout the Pacific Northwest. Other than providing some clarifying amendments to make the code clearer, staff does not recommend a policy change to how we bill ADU's. Should the council decide to change the code so that ADU are not charged additionally for utilities, we will need to ensure that we can amend the code in a way that makes this change but does not affect our ability to charge apartment complexes or other multiple dwellings per dwelling unit.