

**Subject: Ordinance #1467 – Adding a New Chapter 19.10 to the Ruston Municipal Code Regarding imposition and Collection of Development Fees**

**(Companion Resolution #614 – Update to Master Fee Resolution will be scheduled For action March 1<sup>st</sup>)**

**Proposed Council Action:**

No Action Requested. Unless directed otherwise, Ordinance #1467 will be brought back for Second Reading and Adoption on March 1, 2016. Also on March 1, 2016, Resolution #614 (Master Fee Resolution) will be brought forward for passage contemporaneous with ORD #1467.

**Dept. Origin: Planning Dept.**

**Prepared by: Jennifer Robertson, City Attorney’s Office**

**For Agenda of: February 16, 2016**

**Exhibits: Ordinance #1467 Resolution #614**

	Initial & Date
<b>Concurred by Mayor:</b>	_____
<b>Approved by City Planner:</b>	_____
<b>Approved as to form by City Atty:</b>	<u>JSR/2-11-16</u>
<b>Approved by Finance Director:</b>	_____
<b>Approved by Department Head:</b>	_____

**INFORMATION / BACKGROUND**

For the past several years, the City has been in the process of cleaning up, clarifying and updating its development and construction codes. This work has included removing fees from the Code and placing them into a Master Fee Resolution which is updated regularly. In addition, the City created the office of hearing examiner and has been updating its codes to incorporate the change to a hearing examiner system. In the course of all the updating work, the City has reviewed codes from other jurisdictions to consider standard procedures of other Washington cities. Out of this work, the City has examined how to best impose and collect development fees.

The City is permitted to recover the cost to the City of processing permit applications, inspecting and reviewing plans or preparing detailed statements as required by Chapter 43.21C RCW.<sup>1</sup> While the City has adopted a Master Fee Resolution which is amended from time-to-time, the City has not adopted specific procedures for when fees are collected, when refunds may be appropriate and what actions to take when fees become delinquent. Both the proposed updated Master Fee Resolution (RES 614) and new Chapter 19.10 RMC (Ordinance #1467) will work together to create a comprehensive set of guidelines and requirements for imposing, refunding, explaining and collecting development fees. The key provisions of these two pieces of legislation are summarized below.

<sup>1</sup> RCW 82.20.020

## **Chapter 19.10 RMC – ORD 1467**

### **1. Creation of Greater Responsibility for Payment of Fees.**

Section 19.10.020 restricts the City from issuing any permits or certificates of occupancy when fees are unpaid. This section also requires the naming of a responsible party as part of the permit process, must like is required when you visit a doctor.

### **2. Delinquent Fees.**

Section 19.10.050 spells out when fees become delinquent (unpaid for 30+ days), imposes interest (12% per year or \$1 minimum) and authorizes the use of a collection agency. This section also allows a \$25 NSF charge for bounced check. Most importantly, this section allows the issuance of a Stop Work Order, suspension of permit processing and cancelation of applications for projects with delinquent fees. If there is a history of delinquent fees, the Planning Director may also place delinquent accounts on a cash-only status.

### **3. Providing the Planning Director with Authority.**

Under 19.10.060, the Director may stop work if work is proceeding without a permit or approval fee unpaid and may impose penalties in accordance with the Code Enforcement procedures set forth in Chapter 25.03 RMC.

### **4. Civil Penalties.**

Section 19.10.070 allows the City to impose civil penalties in the amount of \$27/day for failing to comply with this new fee chapter. These fees would be in addition to any other code enforcement penalties, interest, NSF fees, etc.

## **Master Fee Resolution – RES 614**

The proposed updated Master Fee Resolution includes new procedures for imposing Planning and Engineering Fees. These procedures are meant to work in concert with new Chapter 19.10 RMC to provide a full set of regulations with regard to development fees. The major new sections in the Master Fee Resolution are contained in Section 2 of the Resolution and are detailed below.

### **1. Base fee and hourly fee – Section 2.1.**

The new “base fee” is changed to \$250 with hourly rates for land use review established at \$172.50 and other hourly rates at \$190. These rates are inclusive of administrative expenses borne by the City for the costs of billing and processing. Minimum increments are ¼ hour.

### **2. Miscellaneous fees – Section 2.2.**

This section spells out when additional fees may be imposed, including for failure to cancel appointments, use of City planning/engineering officials as expert witnesses, re-inspection fees, changing addresses, and for copies of records.

### **3. Time and Collection of Fees – Section 2.3.**

This specifies that the minimum fee is collected at the time of application with additional fees being billed and paid during the review process. All fees must be paid prior to issuance of the permit, approval, denial, decision or recommendation.

### **4. Refunds – Section 2.4.**

This section provides a procedure for obtaining fee refunds for over-payment of fees when an application is canceled or withdrawn prior to completion of review. The applicant must request the refund within 90 days. This section allows the City to apply any refundable fees to outstanding balances due on other applications from the same applicant.

### **5. Revisions and additions to applications – Section 2.5.**

This section allows the City to assess additional fees for revisions and amendments.

### **6. Fees for Land Use Review – Section 2.6.**

This section spells out exactly how land use review fees are established and paid, provides the Planning Director with discretion to set initial payment amount for fees for work not already established provided that it is between the minimum fee of ½ hour of review time and a maximum of 10 hours review time. This section also describes how the fees charged by the City are credited and divided. A correction fee of \$345 is established for additional correction cycles/non-responsive applicants. This section contains the table of fees that is in every Master Fee Resolution. New this year is the fees for street vacations which is a procedure that the Council adopted in 2015.

## **FISCAL CONSIDERATION**

By adopting Ordinance #1467 and the Resolution #614, the City will provided greater clarity to applicants regarding what fees are due for development services, how those fees are calculated, when those fees are due and the consequences for failure to timely pay these fees. This will also provide a better process and mechanism for the City to recover these fees.

## **BOARD OR COMMITTEE RECOMMENDATION**

N/A

## **RECOMMENDATION / MOTION**

No Action Requested. Unless directed otherwise, both Ordinance #1467 and Resolution #614 will be brought back for Action on March 1, 2016.

**RESOLUTION NO. 614**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RUSTON, ESTABLISHING FEES FOR CITY SERVICES INCLUDING CERTAIN BUSINESS LICENSE FEES, PERMIT FEES, ELECTRICAL INSTALLATION FEES, ENGINEERING AND PLAN REVIEW FEES, AND MISCELLANEOUS FEES, AND REPEALING RESOLUTION #577.**

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WHEREAS, on January 6, 2015, the City Council adopted Resolution #594 which updated the City’s “Master Fee Resolution”; and

WHEREAS, in accordance with RCW 82.20.020 the City is permitted to recover the cost to the City of processing permit applications, inspecting and reviewing plans or preparing detailed statements as required by Chapter 43.21C RCW; and

WHEREAS, this Master Fee Resolution is amended from time-to-time; and

WHEREAS, the City has adopted certain applications and procedures since the Master Fee Resolution was last updated which should be included in the fee resolution; and

WHEREAS, on March 1, 2016, the Council adopted Ordinance #1467 which set forth additional parameters for certain fees; and

WHEREAS, this Fee Resolution should be updated to make it consistent with Ordinance #1467; **NOW, THEREFORE,**

**THE CITY COUNCIL OF THE CITY OF RUSTON HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The City Council establishes construction code permit and plan review fees as follows:

**A. Valuation Determination**

The determination of value or valuation under any of the provisions of this section shall be made by the code official. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. At a minimum, a project's valuation shall be as determined from the most current "Square Foot Construction Costs" table compiled by the International Code Council and published twice a year in the Building Safety Journal magazine.

**B. Valuation based fees shall be as set forth below:**

1. Permit Fee: All projects requiring a permit in accordance with any of the codes adopted in RMC Chapter 12.20, other than those with fees specifically described in subsections C through I below, shall have a permit fee based on the project's valuation as established by subsection A, and then calculated in accordance with Table 1-A below. Permits and fees specifically described in subsections C through I below shall have permit fees as described therein.

2. Plan Review Fee: When submittal documents are required in accordance with IBC Section 106, IRC Section R106, IMC Section 106.3.1, or UPC Section 103.2.2, a plan review fee shall be paid at the time of submitting the documents for plan review. The plan review fee is separate from, and in addition to, the permit fee as set forth above. The plan review fee shall be equal to 65% of the permit fee.

**TABLE A-1**

TOTAL VALUATION*	FEE
\$1.00 - \$500.00	\$26.45
\$501.00 up to \$2000.00	\$26.45 for the first \$500.00 plus \$4.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,000.01 up to \$25,000.00	\$86.45 for the first \$2,000.00 plus \$16.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,000.01 up to \$50,000.00	\$454.45 for the first \$25,000.00 plus \$11.90 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,000.01 up to \$100,000.00	\$751.95 for the first \$50,000.00 plus \$7.65 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,000.01 up to \$500,000.00	\$1,134.45 for the first \$100,000.00 plus \$6.70 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,000.01 and up	\$7,164.45 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof
*Minimum valuation is based on a standard cost per square foot. (See Subsection A above.)	

**C. Residential flat fee permit fees shall be as set forth below:**

Manufactured home installed on a land parcel \$450.00 each building

MH Title Elimination (permit research & inspection)	\$100.00 each
Pre-Move Inspections – Within 30 miles of Ruston	\$200.00
Pre-Move Inspections – Over 30 miles from Ruston	\$350.00
Adult Family Homes (per IRC R325)	\$100.00 each
Family Child Day Care Homes (per IRC R326)	\$100.00 each
<b>Single-Stop Permit Fees:</b>	
Demolition	\$ 90.00 each building
Fence (over 6 feet in height)	\$ 90.00 each parcel
Fireplace (freestanding, pre-fab, wood stove)	\$ 90.00 each
Furnace	\$ 90.00 each
Lawn Sprinkler System (backflow prevention)	\$ 90.00 each
Plumbing (Sewer or water pipe replacement)	\$ 90.00 each
Re-roofing (roof covering replacement)	\$ 90.00 each building
Siding	\$ 90.00 each building
Spa or hot tub	\$ 90.00 each
Water Heater	\$ 90.00 each
Window (and/or Door) replacement	\$ 90.00 each building

**D. Commercial flat fee permit fees shall be as set forth below:**

Revised Certificate of Occupancy (no work)	\$ 90.00 each cert.
Temporary building installation and removal	\$250.00 each building
Demolition	\$ 90.00 each building
Fence (over 6 feet in height)	\$ 90.00 each parcel

**E. Energy Code Fees shall be as set forth below:**

In addition to the building code fees set forth above, the following energy code plan review and inspection fees are hereby established for plan review and inspections to verify compliance with the requirements of the Washington State Energy Code:

Single Family	\$ 126.95
Residential Remodel/Addition	\$ 63.45
New Commercial or Multi-Family Building	
0 to 2,000 square feet	\$ 317.40
2,001 to 5,000 square feet	\$ 634.80
5,001 to 10,000 square feet	\$ 952.20
10,001 square feet and over	\$1,216.70
Commercial Remodels and Tenant Improvements	50% of the new building fee above
Warehouses	70% of the new building fee above

**F. Miscellaneous Fees shall be as set forth below:**

<u>Washington State Building Code Council surcharge:</u>	As required by RCW 19.27.085
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Additional Review: Additional plan review required by changes, revisions, or addition to plans shall have a fee equal to \$90.00 per hour or the total cost of the permit, whichever is less.

Reactivation Fee (<1yr.): To reactivate a permit after permit expiration, if within 1 year of expiration, the permit fee shall be one half of the amount required for a new permit, or \$400.00, whichever is less, provided no changes have been made, or will be made in the original plans and specifications for such work.

Reactivation Fee (>1yr.): To reactivate a permit any time after the permit has been expired for more than one year, a full permit fee shall be paid in the amount required for a new permit.

Reactivation Fee, Final Only: To reactivate a permit after permit expiration, to perform a final inspection only for a permit that previously had all required inspections approved other than the final inspection, a fee shall be paid of \$90.00.

Re-inspection Fee: Whenever an inspection is requested but the project is not yet ready for inspection, or if access to the site is prevented, or if temporary silt and erosion control measures are not in place, a fee shall be paid of \$90.00.

Investigation Fee: Whenever any work for which a permit is required by this code has been commenced without first obtaining such permit, an investigation fee shall be paid in an amount equal to the permit fee for such project, in addition to the required plan review and permit fees.

Stop Work Fee: (in addition to the investigation fee) \$50.00 each

Inspections Outside of Normal Business Hours Fee: (2-hour min.) \$125.00 per hour

Inspections for which no fee is specifically indicated: \$90.00 per hour

**G. Mechanical Permit Fees shall be as set forth below:**

Residential:

“One-Stop” type mechanical installation \$ 90.00  
Includes installation of equipment such as a furnace, heat pump, exhaust fan, fireplace or woodstove. “One-stop” permits may include multiple installations if performed at the same time.

“Two-Stop” type mechanical installations \$145.50  
Includes installation of “One-Stop” type equipment along with a new natural or LP gas piping system and/or storage tank.

Residential mechanical permits, when part of a construction project for which a building permit is issued, are exempt from additional mechanical permit fees, provided mechanical equipment is identified and specified in the building plans, and inspections are coordinated with building inspection requirements.

Commercial:

Commercial mechanical plan review and permit fees are based on the project's valuation as determined by Sections A and B above.

Commercial mechanical permits, when part of a construction project for which a building permit is issued, are exempt from additional mechanical permit fees, provided mechanical equipment is identified and specified in the building plans, and inspections are coordinated with building inspection requirements.

**H. Plumbing Permit Fees shall be as set forth below:**

Residential:

“One-Stop” type plumbing installation	\$ 90.00
Includes installation or repair of plumbing systems such as the addition of supply, vent and drainage piping for a fixture such as a toilet, sink or dishwasher; replacement of a fixture or appliance such as a water heater; or replacement of an exterior building sewer lateral.	
“One-stop” permits may include multiple fixtures if performed at the same time.	

Residential plumbing permits, when part of a construction project for which a building permit is issued, are exempt from additional plumbing permit fees, provided the plumbing system components are identified and specified in the building plans, and inspections are coordinated with building inspection requirements.

Commercial:

Commercial plumbing plan review and permit fees are based on the project's valuation as determined by Sections A and B above.

Commercial plumbing permits, when part of a construction project for which a building permit is issued, are exempt from additional plumbing permit fees, provided the plumbing system components are identified and specified in the building plans, and inspections are coordinated with building inspection requirements.

**I. Fire Code Permit (FCP) fees shall be as set forth below:**

Fire Code Construction plan review and permit fees are based on the project's valuation as determined by Sections A and B above.

In addition, if specialized third party review or inspection is required, the amount of consultant fees accrued by the City of Ruston shall be paid by the permit applicant.

**J. Fee Refunds**



The code official may authorize the refunding of any fee paid which was erroneously paid or collected.

The code official may authorize the refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code, provided the permit is not expired.

The code official may authorize the refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any review is performed.

**K. Code Enforcement.**

Mitigation Hearing Fee: \$200.00  
Contested Hearing Fee: \$350.00

**Section 2.** The City Council establishes other fees for Planning and Engineering Service as follows:

**PLANNING AND ENGINEERING SERVICE DEPARTMENT FEES**

**Section 2.1 - Base fee and hourly rate**

- A. The base fee for Planning and Development Services (hereinafter DPD or the “Department”) shall be charged as specified in this Section and shall be \$250.
- B. Any services provided by the Department for which an hourly charge is assessed shall be charged at a rate specified in this Section.

The hourly rate for land use review is \$172.50. The rate for all other hourly fees is \$190 an hour except where a different hourly rate is specified in this Section. Where "DPD hourly rate" is specified in this Section, the rate is \$172.50 an hour. Minimum increments shall be in one-quarter of an hour increments, in addition to other permit fees established by this Section.

**Section 2.2 - Miscellaneous and special fees.**

- A. General. Miscellaneous and special fees shall be assessed to recover City costs for services and materials which are not otherwise specified in this Fee Resolution or where the valuation or other methodology normally used does not reflect actual conditions which may include but are not limited to the following:
  - 1. Notification, examination, consultation, testing, or inspection of proposals, sites (or locations), particular plans, construction, equipment, personnel or material which may be related to, but not directly covered by, a specific permit or approval process;
  - 2. Furnishing or certification of affidavits, reports, data, or similar documentation;
  - 3. Recording or filing documents with other agencies;

- 4. Delivery and mailing costs.
- 5. Rental of venues for public meetings.
- B. Failure to Cancel Missed Appointments. A fee of ½ the DPD base fee per appointment shall be charged for failure by applicant to notify the Department at least twenty-four (24) hours prior to a scheduled application intake appointment or a pre-application conference appointment that the appointment will not be kept.
- C. Expert Witness Testimony. The fee for expert witness testimony shall be the DPD hourly rate.
- D. Address Change. The fee to correct the address on an application or, if applicable, on an issued permit is \$52. If an address change is requested that is unrelated to an application for a permit or for an issued permit, a fee one times the base fee shall be assessed.
- E. Copies of electronic records. Charges for plans reproduced from electronic records are shown in Table B-1

Table B-1—FEES FOR  
REPRODUCTIONS FROM ELECTRONIC RECORDS

Page Size	Price
Electronic Records	
8½" × 11"	\$0.15 per printed page or actual cost if sent out
8½" × 14"	\$0.55 per printed page or actual cost if sent out
11" × 17"	\$0.55 per printed page or actual cost if sent out

- F. Reinspection. To obtain a reinspection, a permit holder shall be charged at the rate of ½ times the base fee per reinspection. No reinspection of the work shall be performed until the required fees have been paid; provided, that in the case of boilers and refrigeration systems, the permit holder may be billed for the reinspection fee. Reinspections of fuel-gas piping shall be charged according to this Fee Resolution.

**Section 2.3 - Time of collection of fees.**

- A. Fees shall be collected at the times specified in the City Code or this Fee Resolution. If not specified, the minimum fee shall be collected at the time of application. The City may bill an applicant and require payment for accrued fees at any time in the permit review process.
- B. The fee collected at the time of application will be based on Department estimates of the total fees due at the time of permit issuance. The final fees will be recalculated during review, and any additional amount due shall be collected prior to the issuance of the permit, approval, denial, decision or recommendation. Any fee in excess of the final calculated fee shall be refunded pursuant to the Refund Section below.

- C. At the time an application or permit is denied or canceled, the final fee shall be determined and collected. If a balance is due to the Department, the Mayor shall have the authority to waive fees when strict application of the fees is inconsistent with the purpose of collecting the fee.

**Section 2.4 - Refunds.**

Applicants may apply for refunds of fees collected pursuant to the Fee Schedule when an application or permit is withdrawn or canceled prior to the completion of the review and inspection process. To request a refund, the applicant shall submit a request to the City Clerk on a refund request form. Such request must be made within 90 days of the withdrawal or cancellation of the application and may be issued only to the extent that the City's costs are less than the fee deposit. If the applicant has any outstanding balance due to the City for any other development or application procedures, any refund shall be applied to the outstanding balance(s).

**Section 2.5 - Revisions and additions to applications.**

- A. The City may assess an additional fee for the plan examination of previous designs if a subsequent redesign of a project is submitted prior to permit issuance if the costs of review exceed or are projected to exceed the deposit. The revision fee shall be assessed at the DPD hourly rate not to exceed the fee that would have been charged for the original design, provided that if the application is a Land Use application that requires additional Land Use review, the Land Use hourly rate in effect at the time the revision is filed shall be charged for that portion of the work. The total fee is the fee for the final design plus the revision fee.
- B. The City may assess a fee in addition to fees already charged for the original permit if the applicant makes an amendment to an existing unexpired or reestablished permit. The applicable fees will be assessed for all work necessary to process the amendment, including review by the other departments, including engineering, environmental, building, electrical, etc. associated with the submitted amendment.

**Section 2.6 - Fees for Land Use Review.**

- A. Land Use Review Fees. The land use review fee for Master Use Permits, Council and Hearing Examiner approvals, environmentally critical area reviews and other miscellaneous reviews, research and services shall be charged according to Table C-1 unless otherwise specified. For any review, research or service that is not listed in Table C-1, the minimum fees will be determined by the Director based on the estimated complexity of work, but in no case shall be less than 0.5 hours' time the current Land Use hourly rate and in no case more than 10 hours times the current Land Use hourly rate. Additional hours worked that exceed the number covered by the minimum fee shall be charged at the current Land Use hourly rate and are required to be paid at the time of invoicing and/or prior to approval of permits. Land use review that is subject to the Land Use hourly rate may include, but is not limited to: review time for more than one technical reviewer, pre-application services, project review, permit issuance, inspection, and continued review during the building permit and construction approval phases of the project. Land Use hourly rate also includes time spent preparing for and defending the City's decision or recommendation if appealed to the Hearing Examiner.
- B. Fee Components of Land Use Review Fees. Land use review fees include a minimum land use review fee and may include an hourly fee as specified in Table C-1. The minimum land

use review fee covers the number of review hours specified in Table C-1. Only one minimum fee shall be charged. Additional hours shall be charged at the rate specified in the table.

C. Time of Payment.

1. Pre-application Conference Fee. The fee for land use pre-application conference specified in Table C-1 shall be paid prior to the conference.
2. Minimum Land Use Review Fee. The minimum land use review fee specified in Table C-1 shall be paid at the time of application submittal. For projects entailing hourly fees in addition to the minimum land use review fee, the City will require periodic progress payments to be made during the application review process.
3. The following fees and amounts are due at the times specified below:
  - a. Monthly billing for hourly fees accrued above the minimum fee will be payable upon receipt of invoice.
  - b. All outstanding DPD fees shall be paid prior to the publication of a decision or recommendation on the application and prior to issuance of the permit. The actual charges and fees paid shall be reconciled and all outstanding balances are due and payable on demand. In cases where no published decision or recommendation is required, fees owed shall be paid prior to issuance of the permit, or issuance of a letter.
  - c. For Council and Hearing Examiner approvals, the fee due for work up to and through final Council or Hearing Examiner action shall be paid at the time the recommendation of the Director is available for public review and before it is forwarded for final action. In addition to periodic monthly billings for actual charges during the Council or Hearing Examiner proceedings, after final Council or Hearing Examiner action, the actual charges and all outstanding fee balances shall be due and payable upon demand, and prior to issuance of the permit.
  - d. For early design guidance projects entailing hourly fees in addition to the minimum land use review fee, all outstanding fees shall be paid upon application for the master use permit. Any hours paid by the minimum land use review fee but not spent at the time of application for the master use permit shall be credited toward land use review of the master use permit application.

D. Additional Review. In addition to the fees set in Table C-1, review time required on a project prior to, or in lieu of, an application will be charged hourly as determined by the Director.

E. Correction Fee. After written notice to the applicant, a Correction Fee of \$345 may be charged for each additional correction cycle required due to lack of response from the applicant.

F. Fees for all environmentally critical areas reviews apply to environmentally critical areas inside or outside the Shoreline District.

**TABLE C-1.**

<b>REVIEW PROCESS TYPE</b>	<b>DESCRIPTION</b>	<b>BASE FEE</b> **All Fees are Estimates and could vary based upon actual consultant time used**  The Base Fee is due at the time of application.
Administrative Review	Administrative review is completed by Planning Services Department staff without a public hearing. Final decisions are issued by the Mayor or Land Use Administrator and are appealable to the City Council	Included in Applicable Fee
Legislative Review	This type of review is done through a process by which the Planning Services Department staff will review a project and then make a recommendation to the City Planning Commission, who in turn makes a recommendation to the City Council. The first meeting, called a work study session is held before the Planning Commission. The second meeting is a public hearing, which is also held before the Planning Commission. Once completed, an ordinance is presented to City Council at their regularly scheduled meetings for 1st reading, followed by a 2nd reading at the following Council meeting. SEPA is usually required for this process.	\$4,500 **
Quasi-Judicial Review	This type of review is done through a process by which the Planning Services Department staff will review a project and then make a recommendation to the City Planning Commission, who in turn makes a recommendation to the City Council. A public hearing, immediately followed by closed record deliberations, is held before the Planning Commission. Once completed, an ordinance is presented to City Council at	\$3,900 **

	their regularly scheduled meetings for 1st reading, followed by a 2nd reading at the following Council meeting. SEPA is usually required for this process.	
Pre-Application (Administrative)	Pre-Application Meeting (Applicant presents project to staff and Mayor)	\$575 **
Administrative Interpretation	Interpretation of City's Development Regulations, Zoning Map or Comprehensive Plan – Chapter 19.09 RMC	\$500 **
Amendment to Comprehensive Plan	Map Amendment (Legislative Review Required)	\$2,875 **
Amendment to Comprehensive Plan	Text Amendment (Legislative Review Required)	\$2,625 **
Amendment to Zoning Code	Zoning Map Amendment/Rezone, Area-wide (Legislative Review Required)	\$3,000 **
Amendment to Zoning Code	Zoning Map Amendment/Rezone, Site-specific (Quasi-Judicial Review Required)	\$3,000 **
Amendment to Zoning Code	Text Amendment (Legislative Review Required)	\$2,750 **
Conditional Use Permit	Accessory Dwelling Unit (Quasi-Judicial Review Required)	\$1,625 **
Conditional Use Permit	All Other Conditional Uses (Quasi-Judicial Review Required)	\$2,500 **
Variance	(Quasi-Judicial Review Required)	\$2,500 **
Special Use Permit	(Quasi-Judicial Review Required)	\$2,650 **

Master Development Plan	Initial Development Plan Review (Quasi-Judicial Review Required)	\$5,375 **
Master Development Plan	Amendments (Quasi-Judicial Review Required)	\$2,875 **
Master Development Plan	Amendment (Administrative)	\$2,500**
Long Subdivisions	Preliminary Plat (Quasi-Judicial Review Required)	\$4,625 **
Long Subdivisions	Final Plat (Administrative)	\$3,625 **
Short Subdivision	Short Plat (Administrative)	\$4,625 **
Short Subdivision	Short Plat Amendments (Administrative)	\$3,625 **
Short Subdivision	Boundary Line Adjustments (Administrative)	\$3,000 **
Shoreline Management Permits	Substantial Development Permit (Quasi-Judicial Review Required)	\$4,125 **
Shoreline Management Permits	Shoreline Variance (Quasi-Judicial Review Required)	\$4,125 **
Shoreline Management Permits	Shoreline Conditional Use Permit (Quasi-Judicial Review Required)	\$4,125 **
Shoreline Management Permits	Request for Exemption (Administrative)	\$375 **
Shoreline Management Permits	Text/Map Amendments to Shoreline Master Program (Legislative Review Required)	\$3,875 **
Personal Wireless Telecommunication Facilities	(Quasi-Judicial Review Required)	\$2,875 **
Wetlands/Critical Areas Analysis (Administrative)	Steep Slopes/Erosion Hazard/Landslide Hazard	\$1,875 **
Wetlands/Critical Areas Analysis (Administrative)	Critical Habitat/Streams	\$1,625 **

Wetlands/Critical Areas Analysis (Administrative)	Aquifer Recharge Hydrogeologic Report	\$1,625 **
Wetlands/Critical A Wetlands/Critical Areas Analysis (Administrative)	Wetlands Preliminary Site Investigation	\$375 **
Wetlands/Critical Areas Analysis (Administrative)	Wetlands Report Review	\$1,500 **
Wetlands/Critical Areas Analysis (Administrative)	Wetland/Buffer Modification	\$1,500 **
Wetlands/Critical Areas Analysis (Administrative)	Reasonable Use Permit	\$1,500 **
Wetlands/Critical Areas Analysis (Administrative)	Flood Plain Development	\$1,875 **
Zoning Review/Design Review/Site Plan Review	Single Family Residence/Remodel Zoning Review (Administrative)	\$875**
Zoning Review/Design Review/Site Plan Review	Multifamily (3 or more attached dwelling units) (Administrative, Quasi-Judicial at Mayor's Option)	\$750/dwelling unit**
Zoning Review/Design Review/Site Plan Review	Non-Residential Site Plan Review (Administrative, Quasi-Judicial at Mayor's option)	\$5,375**
Zoning Review/Design Review/Site Plan Review	Non-Residential Tenant Improvement (Interior)	\$250**
Zoning Review/Design Review/Site Plan Review	Non-Residential Remodel/Tenant Improvement (Exterior)	\$1,375**



Zoning Review/Design Review/Site Plan Review	Site Plan Amendment (Administrative, Quasi-Judicial at Mayor's option)	\$1,750**
Zoning Review/Design Review/Site Plan Review	Unclassified Use Permit (Quasi-Judicial Review Required)	\$2,625**
Zoning Review/Design Review/Site Plan Review	Zoning and Use Verification Letter (Administrative)	\$125**
Zoning Review/Design Review/Site Plan Review	Other Minor Building Permits (Administrative)	Varies
Related Measures	(RMC 25.01.140(d))	Varies
Street Excavation Permit	Planning/Engineering Services Department Review (Administrative)	\$2,500**
Right of Way Encroachment Permit	Encroachment; Commercial	\$875**
Right of Way Encroachment Permit	Short Term; Temporary	\$875**
Right of Way Master Use Permit	Right of Way Master Use Permit	\$3,750**
Sign Permits	RES Zone Signs (Administrative)	\$250**
Sign Permits	COM/COM-P Zone Signs (Administrative)	\$250**
Street Vacation	Filing Petition (Chapter 14.07 RMC)	\$500**, plus an additional \$100 for each owner over 5 owners
Street Vacation	Post Hearing Fee	\$500** deposit for actual expenses incurred
Street Vacation	Appraisal	\$1,000** (deposit towards actual cost of appraisal)

Nonconforming Use and Structure Review	Nonconforming Use Review (Administrative)	\$875**
Nonconforming Use and Structure Review	Change from one nonconforming use to another (Administrative)	\$750**
Nonconforming Use and Structure Review	Nonconforming structure review (Administrative)	\$875**
Appeals	To City Council or Hearing Examiner on project permit application or comprehensive plan amendment	\$300.00
	To City Council or Hearing Examiner on Mitigation Hearing (code enforcement)	\$200.00
	To Hearing Examiner on Contested Appeal Hearing (code enforcement)	\$350.00
	Any other appeals to the Hearing Examiner unspecified	\$350.00
Appeals	For preparation of a record for any judicial appeal, the appellant shall pay all actual costs of preparing the record as provided in RCW 36.70C.100.	Varies
SEPA	Checklist Review/Issue Determination (Administrative)	\$2,125**
SEPA	Adoption/Review of Existing Determination (Administrative)	\$375**
SEPA	Environmental Impact Statement (Administrative)	Varies
Miscellaneous Document Review	Review of environmental, engineering, or construction plan documents related to EPA/superfund cleanup process	Varies but will be charged based on actual consultant costs plus administrative fee

Requests for Time Extensions	(Review process determined by original permit type)	Varies
Advertising Fees	For those applications which require public notification, the applicant shall bear the costs of all advertising, publishing/copying, and postage	Varies

**Section 3.** The City Council establishes fees for other miscellaneous items as follows:

**OTHER MISCELLANEOUS FEES.**

<b>FEE TYPE</b>	<b>DESCRIPTION</b>	<b>FEE</b>
Recovery of Charges for Emergency Calls	Any person who requests emergency medical aid for himself, or on whose behalf such request for service is reasonably made, for which aid the responding agency charges the City, shall within 30 days after demand thereof reimburse the City for the amount of such charge	Varies – Actual Cost
Fire Inspection	Fire inspection of commercial properties where such inspection is conducted by or under the direction of the Pierce County Fire Prevention Bureau.	Varies – Actual cost charged by Bureau
Returned Check Charge	For any check paid to City of Ruston that is returned for insufficient funds	\$25.00
Photocopy	Per page fee for copy requests (black & white, standard paper size)*	\$0.15/page*
Photocopy	Per page fee for copy requests in color or sent out to outside copy center which are not standard paper size*	Actual cost incurred by the City*
CD	Electronic documents onto CD	\$5.00/CD
Audio	Copies of audio recordings*	\$5.00/recording*
*NOTE: for copying charges for public records requests, see Chapter 1.17 RMC and Ruston Public Records Act Rules.		

**Section 4.** The City Council establishes the following fees for business licensing, as described in Chapter 5.05 RMC:

Cabaret (not adult cabaret)	\$150.00 per year
Cabaret (not adult cabaret) – temporary	\$5.00 for single 24-hour period
Peddling or hawking	\$15.00 per year
Selling used autos	\$25.00 per year
Wrecking autos	\$50.00 per year
Other businesses:	\$40.00 per year
One-day special event business license	\$10.00

**Section 5.** The City Council establishes the following fees for adult entertainment businesses business licensing, as described in Chapter 5.11 RMC:

Adult entertainment establishment license	\$750.00 per year
Adult entertainer's license	\$150.00 per year
Adult entertainment manager's license	\$150.00 per year

**Section 6.** The City Council establishes the following fees for the “Exception Procedure” in Section 12.09.130 of the Ruston Municipal Code as follows:

Application for an exception under 12.09.130(B).	\$1,500.00
Appeal to the City Council under RMC 12.09.130(F).	\$1,000.00

**Section 7.** The City Council establishes the following fees for installation or upgrading of electrical service meters as described in Chapter 18.05 RMC as follows:

<p>Meter installation, exclusive of permit or inspection fees (paid prior to connection of new service).</p> <p><b>Note 1:</b> The City is in the process of upgrading its meter system. This pricing is for Standard 240V Meters. Deviation from these standard meters will require custom pricing to account for the differential in meter prices for the upgraded system.</p>	<p>\$1,000.00 per meter<sup>1</sup></p>
<p>Upgrade meter installation, exclusive of permit or inspection fees (paid prior to connection of an upgraded service).</p>	<p>\$250.00 per meter<sup>See Note 1</sup></p>
<p>Meter installation, for structures with multiple meters (paid prior to connection of new service). Fee is exclusive of permit or inspection fees.</p>	<p>\$1,000.00 for first meter, plus \$250.00 for each additional meter thereafter.<sup>See Note 1</sup></p>

**Section 8.** Resolution 594 is hereby repealed.

PASSED by the City Council of the City of Ruston, signed by the Mayor and attested by the City Clerk in authentication of such passage on this 1<sup>st</sup> day of March, 2016.

\_\_\_\_\_  
Bruce Hopkins, Mayor

ATTEST:

\_\_\_\_\_  
Judy Grams, City Clerk

FILED WITH THE CITY CLERK: 2/11/2016  
 PASSED BY THE CITY COUNCIL: \_\_\_\_\_  
 RESOLUTION NO: 614