

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 629, Amending Shoreline Municipal Code Section 3.01.010, Planning and Development Services Fees for Administrative Design Review
DEPARTMENT:	Administrative Services
PRESENTED BY:	Robert Hartwig, Administrative Services Director
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion

PROBLEM/ISSUE STATEMENT

Council adopted a new fee for Administrative Design Review to become effective on January 1, 2012. After further study, Planning and Community Development (PCD) staff has determined that the fee should be adjusted to better match the level of required staff review time. Ordinance No. 629 reduces the three (3) hour minimum fee of \$448.50 to one (1) hour or \$149.50.

RESOURCE/FINANCIAL IMPACT

Since this fee was a newly proposed fee when the 2012 proposed budget was presented to Council, no new revenue was included in the proposed budget. There should be no impact on the current budget.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 629.

Approved By: City Manager ____ City Attorney ____

INTRODUCTION

The addition of an Administrative Design Review Fee was included in the 2012 proposed fee schedule and was subsequently approved and adopted by the City Council. After further review, PCD staff recommends that the fee be revised to reflect the actual level of staff effort required for the review.

BACKGROUND

During the development of the 2012 proposed budget, staff from Planning and Community Development proposed the addition of a fee under the Land Use Permit Classification for Administrative Design Review. The hourly rate for the new fee was set at a three hour minimum equal to \$448.50 as suggested by staff. The fee was implemented on January 1, 2012 and has been applied accordingly.

DISCUSSION

When PCD staff proposed a new fee for Administrative Design Review, they projected that in most cases, this type of work would require at least three hours of staff time resulting in a fee of \$448.50. Since implementation of the fee, staff has determined that the three hour minimum initially chosen exceeds the actual number of hours needed to complete the review in many cases. Staff has also discovered that in most cases the review required for Administrative Design does not add much if any time to the zoning review already performed for all permits on private property. Staff would like to amend the fee schedule to require a one hour minimum fee of \$149.50 with the ability to charge additional hours should the review exceed the one hour.

Ordinance No. 629 will amend SMC 3.01.010 and change the current language of *Administrative Design Review Hourly rate, 3 hour minimum \$448.50 to Administrative Design Review Hourly rate, 1 hour minimum \$149.50*. This will allow staff to charge the hourly rate of \$149.50 for each hour of review that is actually required making the fee more closely aligned with the actual cost of providing the service.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 629.

ATTACHMENTS

Attachment A: Ordinance No. 629

ORDINANCE NO. 629

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, ADJUSTING THE FEE FOR ADMINISTRATIVE DESIGN REVIEW FROM A THREE HOUR MINIMUM FEE OF \$448.50 TO A ONE HOUR MINIMUM FEE OF \$149.50.

WHEREAS, City Council adopted a new fee for Administrative Design Review to become effective on January 1, 2012; and

WHEREAS, after further review, City staff has determined it is appropriate to reduce the minimum Administrative Design Review fee; and

WHEREAS, due to adjustment, the current minimum Administrative Design Review fee should be adjusted; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1 Amendment. Shoreline Municipal Code Section 3.01.010, *Planning and Development Services, Land Use*, is hereby amended as follows:

...

LAND USE	
Administrative Design Review	Hourly rate, 3-hour minimum \$448.50
	Hourly rate, 1-hour minimum \$149.50

...

Section 2. Effective date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and the ordinance shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL ON FEBRUARY 27, 2012.

Mayor McGlashan

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Date of Publication:
Effective Date: