



CITY OF KIRKLAND
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
123 FIFTH AVENUE, KIRKLAND, WA 98033 425.587.3225
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MEMORANDUM

DATE: September 26, 2012

To: Kurt Triplett, City Manager

FROM: Jeremy McMahan, Planning Supervisor
Eric Shields, AICP, Planning Director

SUBJECT: Minor Amendment to Short Plat Fees

RECOMMENDATION

City Council adopts the attached ordinance amending short plat fees. The change would simply divide the current single fee into two fees; one for the initial application and one for the subsequent recording. The total fee amount would remain unchanged.

BACKGROUND

The City's short plat application fee is currently a fee due at initial application that covers both processing the short plat application and processing recording of the short plat at a later date. This presented a problem following annexation as the City received applications for recording of short plats approved by King County but not yet recorded. The City did not have a fee in place for processing only the recording and adopted a fee under the administrative authority of KMC 5.74.070(b) until a permanent fee could be adopted by ordinance. It should be noted that the recommended \$954.00 fee for recording is significantly less than the County's fees.

In addition to addressing the fees for the annexation short plats, staff is recommending collecting fees in two stages for all short plats since recording may occur years after the original review of the short plat and fees may change over time.

The recommended fees are based on the current total amount divided into the percentage of time the City spends on processing the initial short plat application (77%) and the percentage of time the City spends on processing the short plat for final recording (23%).

Attachments

1. Ordinance

ORDINANCE O-4377

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO PLANNING DEPARTMENT FEES AND AMENDING KMC 5.74.070 REGARDING APPLICABLE FEES FOR SHORT PLATS.

The City Council of the City of Kirkland do ordain as follows:

Section 1. Kirkland Municipal Code (KMC) Section 5.74.070 is hereby amended to read as follows:

5.74.070 Fees charged by planning department.
 (a) The schedule below establishes fees charged by the planning department. The entire fee must be paid before the review or processing begins, except as otherwise specified.

FEE TYPE	FEE AMOUNT
Preliminary Project Review	
Presubmittal Meeting, Integrated Development Plan, and/or Pre-design Conference Note: Fee subtracted from the application fee if the application is submitted within six months of the date of the preliminary project review meeting date. Credit does not apply to subsequent meetings related to the same project. No charge for second pre-submittal meeting if for Integrated Development Plan	\$504.00
Planning Official Decisions	
Accessory Dwelling Unit (not required if reviewed concurrently with a building permit)	\$414.00
Personal Wireless Service Facility Planning Official Decision	\$8,352.00
Personal Wireless Service Facility Subsequent or Minor Modification	\$828.00
Parking Modification (additional Public Works fees may be required per Section 5.74.040)	\$525.00
Sensitive Area Planning Official Decision	\$2,071.00
Administrative Design Review	
If application involves new gross floor area (new buildings or additions to existing buildings)	\$2,071.00
No new gross floor area	\$0.00
Master Sign Plan Approval Modification	\$828.00
Off-Site Directional Sign Approval Modification	\$525.00
Design Review Approval Modification	\$1,049.00

Design Review Approval Extension	\$414.00
Historic Residence Alteration	\$828.00
Rooftop Appurtenance Modification	\$828.00
Multiple Private or ROW Tree Removal Permit	\$200.00
Forest Management Plan	\$300.00
Shoreline Area – Alternative Options for Tree Replacement or for Vegetation Compliance in Setback	\$200.00
Shoreline Substantial Development Exemption	\$200.00
Noise Variance	\$525.00
Integrated Development Plan Modification per KZC 95.30(6)(b)(1)	\$525.00
Integrated Development Plan Modification per KZC 95.30(6)(b)(2)	\$828.00
Planning Director Decisions	
Temporary Use Permit	\$212.00
Variance Exception	\$1,049.00
Off-Site Directional Sign	\$1,049.00
Master Sign Plan	\$2,927.00
Short Plat or Subdivision Approval Modification	\$828.00
Process I Approval Modification	\$828.00
Process IIA, IIB or III Approval Modification	\$1,049.00
Lot Line Alteration	\$1,049.00
Binding Site Plan	\$2,085.00
Multifamily Housing Property Tax Exemption Conditional Certificate	\$1,049.00
Multifamily Housing Property Tax Exemption Contract Amendment	\$525.00
Multifamily Housing Property Tax Exemption Conditional Certificate Extension	\$525.00
Additional Affordable Housing Incentive—Density Bonus	\$1,049.00
Process I Review	
Short Subdivision	
Base Fee	\$4,141.00 \$3,187.00
Fee per lot	\$966.00
Innovative Short Subdivision	
Fixed Fee	\$6,764.00
Fee per lot	\$966.00

Substantial Development Permit	
Piers and Docks Associated with Multifamily Development and Marinas and Moorage Facilities Associated with Commercial Uses	\$10,436.00
Other Shoreline Improvements	\$4,473.00
Historic Residence Designation	\$1,062.00
Home Occupation	\$1,062.00
Homeless Encampment Temporary Use with Modifications	\$212.00
Personal Wireless Service Facility Process I Review	\$10,436.00
Other Process I	
Base Fee	\$4,141.00
Fee per new residential unit	\$483.00
Fee per sq. ft. new non-residential GFA	\$0.29
Process IIA Review	
Preliminary Subdivision	
Fixed Fee	\$8,711.00
Fee per lot	\$1,049.00
Innovative Preliminary Subdivision	
Fixed Fee	\$10,795.00
Fee per lot	\$1,049.00
Subdivision Alteration	\$8,945.00
Personal Wireless Service Facility Process IIA Review	\$20,210.00
Other IIA	
Base Fee	\$7,303.00
Fee per new residential unit	\$414.00
Fee per sq. ft. new non-residential GFA	\$0.41
Process IIB Review	
Subdivision Vacation	\$8,945.00
Historic Landmark Overlay or Equestrian Overlay	\$1,049.00
Personal Wireless Service Facility Process IIB Review	\$29,156.00
Other IIB	
Base Fee	\$11,265.00
Fee per new residential unit (including short subdivisions reviewed through Process IIB per Section 22.28.030)	\$414.00
Fee per sq. ft. new non-residential GFA	\$0.41

Hearing Examiner Review	
Integrated Development Plan Modification per KZC 95.30(6)(b)(3)	\$1,049.00
Design Board Review	
Design Board Concept Review	\$1,427.00
Design Board Design Response Review	
Base Fee	\$4,371.00
Fee per new unit	\$201.00
Fee per sq. ft. new GFA	\$0.20
State Environmental Policy Act (SEPA)	
Review of Environmental Checklist	
Base Fee	\$552.00
Estimated Number of PM Peak Trips	
Less than 20 trips	\$903.00
21—50 trips	\$1,805.00
51—200 trips	\$3,610.00
Greater than 200 trips	\$7,221.00
Applications involving sensitive areas (streams and/or wetlands only)	\$552.00
Preparation of Environmental Impact Statement (EIS)	
* The cost of preparing an EIS is the sole responsibility of the applicant. Kirkland Ordinance No. 2473, as amended, establishes the procedures that the city will use to charge for preparation and distribution of a draft and final EIS. The applicant is required to deposit with the city an amount not less than \$5,000 to provide for the city's cost of review and processing an EIS. If the anticipated cost exceeds \$5,000, the city may require the applicant to deposit enough money to cover the anticipated cost.	
Miscellaneous	
Appeals and Challenges	
Appeals	\$207.00
Challenges	\$207.00
Note: No Fee for code enforcement hearings	
Sidewalk Cafe Permits	
Fixed Fee	\$654.00
Fee per sq. ft. of cafe area	\$0.73
Street Vacation	
Fixed Fee	\$8,352.00
Fee per sq. ft. of street	\$0.41
Short Subdivision Recording Review	\$954.00

Final Subdivision	
Fixed Fee	\$2,071.00
Fee per lot	\$207.00
Review of Concurrency Application—Estimated Number of PM Peak Trips	
Less than 20 trips	\$531.00
21—50 trips	\$743.00
51—200 trips	\$1,487.00
Greater than 200 trips	\$1,911.00
Fees for Comprehensive Plan and Zoning Text Amendment Requests	
Request for property-specific map change	
Initial request	\$319.00
If request is authorized by city council for review	\$319.00
Request for city-wide or neighborhood-wide policy change	No charge
<p>General Notes:</p> <ol style="list-style-type: none"> 1. Fee Reduction for Applications Processed Together: When two or more applications are processed together, the full amount will be charged for the application with the highest fee. The fee for the other application(s) will be calculated at 50% of the listed amount. 2. Projects with greater than 50 dwelling units or 50,000 sq. ft. nonresidential GFA: The per unit and per sq. ft. fee for all units above 50 and all GFA above 50,000 sq. ft. shall be reduced by one-half. 3. Note for Sensitive Areas permits: <ol style="list-style-type: none"> a. In cases where technical expertise is required, the Planning Official may require the applicant to fund such studies. b. Voluntary wetland restoration and voluntary stream rehabilitation projects are not subject to fees. 4. Construction of affordable housing units pursuant to Chapter 112 of the Kirkland Zoning Code: The fee per new unit and fee per square foot new GFA shall be waived for the bonus or additional units or floor area being developed. 5. Note for Historic Residence permits: An additional fee shall be required for consulting services in connection with designation and alteration of historic residences. 	

(b) The director is authorized to interpret the provisions of this chapter and may issue rules for its administration. This includes, but is not limited to, correcting errors and omissions and adjusting fees to match the scope of the project. The fees established here will be reviewed annually, and, effective January 1st of each year, may be administratively increased or decreased, by an adjustment to reflect the current published annual change in the Seattle Consumer Price Index for Wage Earners and Clerical Workers as needed in order to maintain the cost recovery objectives established by the city council.

(c) MyBuildingPermit.com Surcharge. In addition to the fees listed in this section there shall be a one and three-tenths

percent surcharge collected to pay for the city's MyBuildingPermit.com membership fees.

Exception: The MyBuildingPermit.com surcharge does not apply to the fees for comprehensive plan and zoning text amendment requests.

Section 2. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance, or the application of the provision to other persons or circumstances is not affected.

Section 3. This ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and publication pursuant to KMC Section 1.08.017, in the summary form attached to the original of this ordinance and by this reference approved by the City Council.

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2012.

Signed in authentication thereof this _____ day of _____, 2012.

MAYOR

Attest:

City Clerk

Approved as to Form:

City Attorney

PUBLICATION SUMMARY
OF ORDINANCE O-4377

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO PLANNING DEPARTMENT FEES AND AMENDING KMC 5.74.070 REGARDING APPLICABLE FEES FOR SHORT PLATS..

SECTION 1. Amends the Planning Department Fees applicable to the short plat approval process.

SECTION 2. Provides a severability clause for the ordinance.

SECTION 3. Authorizes publication of the ordinance by summary, which summary is approved by the City Council pursuant to Section 1.08.017 Kirkland Municipal Code and establishes the effective date as five days after publication of summary.

The full text of this Ordinance will be mailed without charge to any person upon request made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City Council at its meeting on the _____ day of _____, 2012.

I certify that the foregoing is a summary of Ordinance _____ approved by the Kirkland City Council for summary publication.

City Clerk