



MEMORANDUM

To: Dave Ramsay, City Manager

From: Tracey Dunlap, Director of Finance and Administration
Sri Krishnan, Senior Financial Analyst

Date: November 29, 2007

Subject: **Development Fee Update**

RECOMMENDATION:

Council adopt the attached ordinance amending development fees.

BACKGROUND DISCUSSION:

On November 7, 2007, Council reviewed the results of the development fee update, including fee recommendations, and directed staff to draft an ordinance amending Building, Planning, and Public Works development fees. This memo summarizes the changes to development fees to maintain the level of cost recovery at the target levels established by the City Council.

As discussed at the November 7th Council meeting, the 2008 development services costs were estimated by:

- Escalating 2007 costs by 3.31% (June 2007 CPI), and
- Adding anticipated new costs for service improvements:
 - Credit card acceptance fees – \$50,000
 - Permit tracking system fee component – \$70,000
 - Resources to support wireless in the field (\$35,000) and additional office technician support for the Building Division (\$68,000) – \$103,000

Each of these new costs is expected to improve customer service and processing. Additional professional services for development review services in Planning (\$64,000) to reflect higher short-plat costs were also added to the 2008 costs.

Also as discussed at the November 7th Council meeting, staff developed the following specific fee recommendations to maintain cost recovery at the established target levels:

- **Building Activity fees** – The fee structure for building activities currently in place is recovering close to the identified target costs because the valuation table update helps keep pace with inflation and therefore only a minor structural change to mechanical fees is recommended. Further fee changes related to the process improvements in single family review will be evaluated during 2008.
- **Evaluating Fire Prevention Bureau Fees.** A separate study to evaluate Bureau staffing needs was completed by Towzen & Associates (see Attachment A) and presented to the Public Safety Committee on November 15, 2007. The fee recommendations based on the Towzen report will be analyzed and addressed through a separate process in 2008.
- **Transportation Concurrency Analysis fee** – The new fee schedule is more representative of the City's cost of service. The table below presents the proposed fee structure:

Estimated Number of Gross PM Peak Trips	Concurrency Review Fee
Less than 20 trips	\$500
21 – 50 trips	\$700
51 – 200 trips	\$1,400
Greater than 200 trips	\$1,800

- SEPA (State Environmental Policy Act) review (transportation component only)** – The new fee schedule eliminates the fee per new residential unit and the fee per sq. ft. new non-residential Gross Floor Area (GFA) and replaces it with fees based on the estimated number of gross PM peak trips generated by the proposed development. The table below presents the proposed fee structure:

SEPA Fees (Transportation Component only)	Current Fee	Proposed Fee
Applications involving traffic reports		
Fee per new residential unit	\$40.00	\$0.00
Fee per sq. ft. new non-residential GFA	\$0.04	\$0.00
Estimated Number of Gross PM Peak Trips		
Less than 20 trips		\$850
21 – 50 trips		\$1,700
51 – 200 trips		\$3,400
Greater than 201 trips		\$6,800

- Planning Activity fees** – The comparison of 2008 costs (with new costs for service improvements) and 2008 estimated revenues without fee increases for Planning activities indicated the fees under-recover by approximately 30%. In order to maintain the graduated fee structure, the increases range from 25-35% for most Planning permits except for:
 - Environmental Review base fee for Planning portion of SEPA review – from \$260 to \$520 – a 100% increase
 - Design review base fee – from \$3,920 to \$4,116 – an increase of 5%
 - Sidewalk Café permits (fixed fee) – from \$560 to \$616 – an increase of 10%
 - Rooftop Appurtenance Modification – new fee – \$780

The recommended increase in all fees is projected to generate \$230,040 in additional fee revenue, which equates to a 5% increase in total development services revenue. With the inclusion of the recommended fee adjustments, the General Fund contribution to development services will be \$1.8 million, an increase of \$184,925 from 2007.

The Council also confirmed retaining the provision within the relevant code sections to allow for interim inflation adjustments to be made administratively between update cycles if necessary. Note that the provision would only apply to those categories that are not subject to valuation table changes (building plan review and inspection and engineering development review would not be subject to automatic adjustments).

Based on Council’s direction, an ordinance amending Building, Planning, and Public Works development fees has been prepared and is attached for Council adoption at the meeting on December 11, 2007. Staff recommends that the new fees become effective on February 1, 2008.

Attachments

November 29, 2007

Page 3

Cc: Eric Shields, Planning and Community Development Director
Nancy Cox, Development Review Manager
Daryl Grigsby, Public Works Director
Rob Jammerman, Development Engineering Manager
Jeff Blake, Fire and Building Director
Tom Phillips, Building Manager
Sandi Hines, Financial Planning Manager



CITY OF KIRKLAND

Fire & Building Department

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MEMORANDUM

To: Dave Ramsay, City Manager

From: Jeff Blake, Director of Fire & Building

Date: November 21, 2007

Subject: Fire Prevention Inspection and Plan Review - Consultant Report

Staff has been working with the Public Safety Committee on a residential fire sprinkler ordinance. Our discussions included what staffing might be needed to support the new ordinance, as well as current fire plan review and inspections staffing needs. The results of these discussions led us to hire a consultant to do an evaluation of our current program, the staffing to support both the current workload and the potential new workload from the fire sprinkler ordinance.

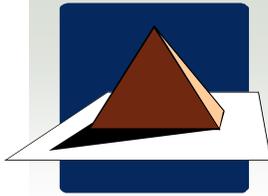
The timing of fire prevention program analysis was parallel to the development services fee study. Because of the fire prevention study, fire prevention permit fees were put on hold in the development fee review. This was done in case a recommendation to address fire prevention permit fees came out of the fire prevention study. As you will read in the attached fire prevention study, a recommendation was made by the consultant to implement fire prevention permits and fees to support the current fire inspection program.

We have reviewed the fire prevention study with the Public Safety Committee and identified next steps. Those steps include:

- Develop an implementation plan for each of the recommendations in the report
- Set a priority of implementation for the recommendations
- Develop a set of recommendations of which fire prevention permits to consider enacting, including fees for those permits

These items will be brought back to the Public Safety Committee prior to coming before the full council. Staff recommended to the Public Safety Committee that we hold off pursuing a fire sprinkler ordinance, until the current fire inspection staffing needs are addressed. We feel it is important to bring our current inspection workload into compliance with our standards, before we add new workload to the fire prevention bureau.

As identified through the development fee review, fire permit fee recommendations would follow at a later date; most likely in the first quarter of 2008. We will be working with Finance to create a set of recommendations for council's consideration.



TOWNZEN & ASSOCIATES
EMERGENCY MANAGEMENT CONSULTANTS

THE CITY OF KIRKLAND

FIRE PREVENTION INSPECTION AND PLAN REVIEW

FINAL REPORT

**Submitted By:
TOWNZEN & ASSOCIATES
October 12, 2007**

Report Prepared By:

Mr. Steven Nuttall, Consultant



City of Kirkland Fire Department
Final Report
Fire Inspection and Plan Review

Table of Contents

Acknowledgements	3
Methodology	4
Workload Assessment	5
Staffing Strategies	5
Comparable Jurisdictions	6
Service Level Frequency	7
Service Level Productivity	7
Zero Threshold Sprinkler Requirements	8
Recommendations	10

Attachments

Comparable Jurisdictions	Attachment "A"
Workload Analysis	Attachment "B"
Current and Recommended Resources	Attachment "C"
Resource vs. Workload Graph	Attachment "D"



City of Kirkland Fire Department Final Report Fire Inspection and Plan Review

Acknowledgements:

The firm of Townzen and Associates wishes to acknowledge and express appreciation to numerous City staff who provided invaluable support and cooperation during the development of this report. Many hours were spent acquiring important background and historical documents regarding past prevention practices, as well as the time involved in direct meetings needed to clarify issues and information.

This cooperation and willingness to collaborate on behalf of staff personnel at all levels significantly assisted in accomplishing this report in a timely manner. We would like to extend a special acknowledgement to Fire Chief Jeff Blake, Deputy Chief Helen Ahrens-Byington and Fire Marshal Grace Steuart for their relentless assistance. Their efforts made our job much easier, particularly with the daunting amount of information that was requested to complete this report.

Staff Interviews

In order to gain an appreciation for the efforts to date and to understand the concepts used to deliver the existing prevention inspection and review program, staff from several City departments were interviewed. In addition, an assessment was made of comparable jurisdictions in the region through interviews and correspondence. These interviews were essential to gaining a good understanding of previous prevention efforts. Staff and others interviewed included:

Fire Department

Jeff Blake, Fire Chief
Helen Ahrens-Byington, Deputy Chief
Grace Allen Steuart, Fire Marshal

Kirkland I.T.

Kyle Coulson, System Administrator
Xiaoning Jiang, GIS Administrator
Dawn Walker, System Analyst

Regional Agencies

Ken Carlson, Bellevue Fire
Tim Pilling, Eastside Fire
Robert Lovett, Redmond Fire
Wally Holstad, Woodinville Fire

Rod Mandery, Mercer Island Fire
Mark Bunje, Shoreline Fire
Jeff LaFlam, Northshore Fire



City of Kirkland Fire Department
Final Report
Fire Inspection and Plan Review

Executive Summary

As requested by the City of Kirkland, Townzen and Associates performed an analysis of the city's fire prevention inspection and review delivery system. The city was specifically interested in clarifying the existing inspection workload and the appropriate resources necessary to ensure adequate levels of inspection. In addition to establishing a staffing to workload analysis, additional components of the report were to include:

- Assess current staffing to determine if existing resources are appropriate
- Establish service levels for prevention activities related to fire inspections and plan review
- Determine the staffing necessary to implement a new zero threshold residential sprinkler ordinance

Methodology

A plan and schedule for the project that involved reviewing documents associated with past and current fire prevention practices, identifying existing workload in terms of occupancies that should be inspected, interviews with key personnel, and review of current practices within the region was developed.

The study was based upon the following activities and examined key aspects of the Kirkland fire inspection and review program:

- Interviews with key staff.
- Review of fire inspection and occupancy data, including analysis of several data sets. Data reviewed and analyzed included the existing fire department records management system, the Kirkland permit tracking system, city GIS, and the city business license database.
- Review of existing fire prevention inspection and review performance standards, goals, and objectives.
- Review and comparison of current efforts of regional partners and other industry practices.



City of Kirkland Fire Department Final Report Fire Inspection and Plan Review

The existing workload was analyzed, including development of a basic understanding of the total number of buildings and businesses, educational, healthcare, and industrial occupancies in Kirkland. In addition, specific types of activities were analyzed to determine whether the level of inspection frequency was appropriate to the hazard. Further analysis was conducted to ensure that stated performance goals were consistent with industry practices and the level of service delivery currently provided by other jurisdictions in the region.

Assessment of Current Workload

The City of Kirkland is a mix of commercial, light industrial and multi-family occupancies. A review and assessment of the current workload utilized several different databases currently maintained by the city or other governmental organizations. For the most part, the systems were generally consistent, with some omissions or differences in each. It can be safely assumed, based upon these databases, that approximately 2500-3000 occupancies of various types currently exist within Kirkland that need basic fire prevention inspection activities. For purposes of establishing a baseline of work, this report utilized 2,750 total "inspectable" occupancies.

It would appear that past annual fire inspections of these buildings and activities have been sporadic at best. Some businesses have not received a regular inspection in several years, while others appear to have a more current assessment, often related to new construction or remodeling activities. The current goal, as stated with the Department's strategic plan, is annual inspections of most businesses with more frequent inspections of more hazardous activities.

Current Staffing Strategies

The current staffing within the fire prevention division includes a Deputy Chief (DC), Fire Marshal (FM), Deputy Fire Marshal (DFM), Fire Inspector (FI), and Community Education and Information Specialist. It should be noted that the Deputy Chief's position is primarily involved in the general oversight of the prevention program as part of the Department's chain of command and does not provide direct prevention services. Additionally, it does not appear as though staffing levels within the fire prevention division have increased since 1992; while the workload has increased significantly over the same period.

The three current staff positions are charged with completing all fire prevention inspections of existing buildings, plan review of new construction projects, new



City of Kirkland Fire Department Final Report Fire Inspection and Plan Review

construction inspection and approval efforts, and some involvement in fire investigation efforts. In addition, the Fire Marshal position is expected to provide supervisory oversight to the prevention related strategies, and interface with Department leadership as part of the fire department management team.

The current allocation of work includes the Fire Marshal position being solely responsible for new construction plan review and approval, fire investigation oversight, typical supervisory duties, and those activities associated with being part of the management team of the department. The deputy fire marshal and fire inspector positions are responsible for conducting all new construction inspections and associated data reporting, inspection of all existing businesses and activities in the community, response to citizen complaints and concerns, special event participation, and some fire investigation duties. It is clear that this level of staffing is not adequate to meet the current responsibilities of the prevention program, particularly given the strong building environment that exists within the community.

Comparable Jurisdictions

A review of comparable jurisdictions in the region (Attachment A) suggests that an annual inspection goal appears to be consistent among agencies. A significant reason for this consistency is the emphasis that the Washington Survey and Rating Bureau (WSRB) place on the completion of at least annual fire inspections. The WSRB is a privately funded agency that “rates” fire agencies that in many cases drives fire insurance premiums charged to residents and businesses.

The organizational structure of KFD relative to fire prevention is typical, with a fire marshal position designated to provide oversight to the program and inspection staff charged with various duties, such as conducting annual inspections. Most agencies struggle with the ability to maintain staff support, with most relying on inspection staff to maintain data and reporting systems. Similarly, administrative support in Kirkland is minimal for fire prevention staff and takes fire inspectors away from inspection duties to perform office support tasks.

Kirkland ranks third behind eastside agencies in terms of the number of existing businesses, but ranks last among the eight reporting jurisdictions relative to the ratio of staff to the number of businesses in the community. (See attachment A)



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Of significant note is the inability of KFD to maintain a consistent annual inspection cycle in comparison to other eastside jurisdictions. As a result, it can be assumed that significant fire safety violations exist within the community. In addition, there are limited efforts to ensure reliability of existing fire protection systems, such as fire sprinkler, alarm, and specialty fire protection systems. The effective operation of these systems is generally a key component to whether the fire remains small, or whether occupants in danger are able to safely exit a building during an emergency.

Within the industry, it is generally assumed that failure to conduct regular and consistent inspections will result in a greater number of fires, both in number and in scale. In fact, the city of Portland reports that a jurisdiction that conducts consistent and regular inspections is approximately 50% less likely to suffer a catastrophic or major fire incident in their community.

Establishing Service Levels

- Frequency

The current fire inspection frequency goals within the Department are ambitious and not currently being met. Current Department goals include multiple inspections of existing businesses labeled more hazardous and less frequent for those businesses considered a lesser threat. The inspection frequency goal is significantly higher than the comparable jurisdictions in the region, with Kirkland being the only jurisdiction with a frequency higher than annual for some occupancy types, such as hazardous operations.

- Productivity

Within the Kirkland system, a deputy fire marshal and fire inspector's duties can vary dramatically, which makes both meeting and establishing a daily quota of inspections difficult. For example, on any given day, inspection staff might be involved in the review and approval of a new sprinkler system, conducting a fire investigation, or providing general inspection of an existing building or activity. Each of these activities, or the amount of time necessary to accomplish them, is dictated by the complexity, size, and relative time sensitivity of the effort. For example, a fire investigation will take precedence over a routine fire prevention inspection, but may be usurped by a time sensitive new construction approval. Similarly, the time necessary to conduct an inspection of a small boutique store is significantly different from the time and complexity involved in conducting an inspection of a hospital, nursing home, or school.

In order to identify an industry standard of productivity, study was conducted on both from a national perspective, as well as a more detailed analysis of regional



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programs. Interestingly, the fire service as an industry has more recently focused attention on this matter, but a clear consensus on a concise standard has been elusive. The performance standard dilemma is caused in part by the wide variety of inspection delivery methods and the substantial scope of a fire inspector's duty.

An analysis of productivity (Attachment B) was conducted to identify the amount of time the agency could expect a single fire inspector to have in pursuit of their duties. In essence, a full time employee would have approximately 1200 direct service hours available per year to inspect or perform prevention-focused activities. This number considers hours directed towards leave, training, and office related activities. Our analysis would suggest that KFD conservatively has nearly 6900 hours of work associated with the delivery of inspection, plan review, and construction oversight related activities or equivalent to 5.75 FTE's. The current staffing of 3 FTE's leaves a resource gap of 2.75 FTE's.

The inspection, review, and construction oversight analysis above does not include the need for appropriate staff oversight, planning, and customer intervention that is generally the role of the Fire Marshal. Currently, the Fire Marshal's position is only able to react to customer issues and personnel matters that are near crisis level. It would appear prudent to add resources equivalent to .5 FTE to provide appropriate levels of management and supervision to the fire prevention division.

Zero Threshold Sprinkler Requirement

The Kirkland Fire Department is specifically interested in exploring a revision of the existing fire sprinkler threshold that would require automatic fire sprinklers in all newly constructed single-family dwellings. In 2004, the City adopted a revised sprinkler standard that has resulted in all dwellings larger than 5,000 square feet being protected with residential automatic sprinklers. The intent of the ordinance is to effectively reduce residential structure fires to near zero for those protected with residential sprinklers, and to more effectively manage and control the resources necessary to protect the community from the threat of fire in the future.

Although the ultimate impact to the community would be a substantial reduction in hostile and damaging fires, the fire prevention program could expect some increase in division workload. For example, all newly installed systems would require plan review and acceptance, along with a site inspection(s) to ensure compliance with fire protection standards. In addition, increased customer inquiries could be expected, along with additional customer support needs. Longer term, systems would require a minimal level of oversight to ensure operability by routine servicing and testing of systems. This will have an



City of Kirkland Fire Department Final Report Fire Inspection and Plan Review

administrative support impact, to an already existing deficiency within the fire prevention division. It is estimated a .50 FTE would be necessary for administrative support functions.

To quantify this level of increased work effort, we can simply look at the current workload surrounding residential sprinklers within the city. In the first 3 quarters of 2007, the prevention program reviewed plans for approximately 164 single-family homes. Of those, 70 required the installation of automatic sprinklers based upon inadequate water supplies, poor fire department access, or other specific code identified deficiency. If we extrapolate data for the entire year, we can approximate 225 single-family projects per year. Experience has demonstrated that each newly installed system will require between 2-3 inspections, depending on level of compliance and understanding of the builder or installer. Each inspection (including travel time and data entry) will require approximately 1 hour of staff time. In addition, plan review will require .5 hours per project or approximately 112 hours of plan review effort.

The total impact of service requirement for a zero threshold sprinkler ordinance would appear to be approximately 675 hours, or an increase of approximately 300 hours of additional staff time. 300 hours would equate to an approximate .25 additional FTE allocation. In addition, a .5 FTE allocation should be provided for support services that would allow for the monitoring of basic system maintenance and reliability requirements. The additional .5 FTE allocation would also provide for badly needed data entry resources and free up fire inspectors for additional direct service delivery.



City of Kirkland Fire Department Final Report Fire Inspection and Plan Review

Recommendations

1. The Department should place additional emphasis on the collection of fire prevention data, including inspection efforts and results. The ability to collect and maintain meaningful inspection information will provide a framework for future assessments of program productivity and allow for the establishment of baseline performance standards.
2. The Department should review opportunities to consolidate data capturing systems, i.e., potentially utilizing the existing permit tracking system for new construction and maintenance inspections of existing occupancies. A single system would ease data entry efforts and improve the ability to measure work efforts. Opportunities may also exist to allow for the simple integration of data results from multiple systems into a single reporting framework for purposes of program assessment.
3. Staffing levels within the prevention program should be consistent with department goals and estimated workload. Estimates contained within this report suggest that 5.75 FTE's are necessary to complete the most basic and existing fire prevention needs of the community. This represents approximately 2.75 additional FTE's from the current staffing.
4. The Fire Marshal position should be structured to allow for appropriate management of the prevention program. Currently, the Fire Marshal is obligated to full time plan review and new construction oversight, leaving little or no time to conduct appropriate supervisory duties, strategic planning, quality assurance, code enforcement consistency, and program assessment. A .5 FTE resource allocation should be added to the Fire Prevention Division to provide for proper management and supervision.
5. The organization should consider revising the inspection frequency to an annual cycle. The annual inspection of business is more consistent with comparable jurisdictions in the region and would provide appropriate levels of fire safety oversight in the community.
6. The Department should consider implementation of a program that issues permits in accordance with the International Fire Code. The permit issuance process also has the added advantage of developing a revenue stream that will offset the cost of delivering inspection services.
7. The city should consider the implementation of a reduced threshold sprinkler ordinance that would effectively protect all newly constructed residential structures. To administer this effort, a .25 inspection FTE should be added to fire prevention resources. In addition, .5 FTE should be allocated for support functions and to assist in monitoring system maintenance requirements and reliability.



City of Kirkland Fire Department
 Final Report
 Fire Inspection and Plan Review

Attachment A

Comparable Jurisdictions

Department	Estimated Occupancies	Number of Inspectors	Inspection Frequency	Meeting Frequency Goals
Bellevue Fire Department	8300	10	Annual	Yes
Eastside Fire and Rescue	1400	Eng Co.	Annual	Yes
Kirkland Fire Department	2750	-	Various	No
Mercer Is Fire Department	700	Eng Co	Annual	Yes
Northshore Fire Department	375	1	Annual	Yes
Redmond Fire Department	4000	4	1-2 yrs	Yes
Shoreline Fire Department	1200	1.5	Annual	Yes
Woodinville Fire Department	1200	3.25	Annual	Yes



City of Kirkland Fire Department
 Final Report
 Fire Inspection and Plan Review

Attachment B
Workload Analysis

Activity	Estimated Activity time	Estimated Events	Estimated Annual Hours
Preventative Activities			
Annual Inspection of Existing Occupancies	1.5	2750	4125
Re-Inspection of Existing Occupancies	0.5	1250	625
Special or Permitted Activities	1	150	150
Customer Service Responses	1	200	200
Preventative Activities Sub-Total		4350	5100
Construction Oversight Efforts			
New construction reviews		840	993
new construction inspections	1	250	250
protection system inspections	1	540	540
Construction Oversight Effort Sub-Total		1630	1783

Available Annual Hours per FTE	2080
Vacation	120
Disability Leave	34
Holiday Leave	96
Prevention Training	80
Certification Training	100
Meetings	150
Office Phone Contacts	300
Non-Direct Service Delivery Total	880
Available for Direct Service Delivery	1200

Total number of FTE allocations needed to accomplish basic tasks is calculated using estimated hours associated with activity compared with available hours per FTE. The estimated number of FTE's required to complete basic prevention tasks is 5.75. This does not include the duties of a Fire Marshal position that should be allocated to manage the program, provide appropriate oversight, and interface as part of the Department's senior management team.



City of Kirkland Fire Department
 Final Report
 Fire Inspection and Plan Review

Attachment "C"

Current and Recommended Resources

	Supervision and Oversight	New Construction Plan Review	New Construction Inspection	Customer Service	Existing Buildings	Sprinkler Ordinance
Estimated Hours of Work	600	993	790	200	4750	900
Existing Resources						
Fire Marshal						
Deputy Fire Marshal						
Fire Inspector						
Existing + Recommended Resources						
Fire Inspector						
Fire Inspector						
Fire Inspector						
.5 Supervision						
Recommended + Reduced Threshold Sprinkler Ordinance Resources						
.25 Fire Inspector						
.5 Support Service						

Dark Shaded areas represent resources consistent with workload

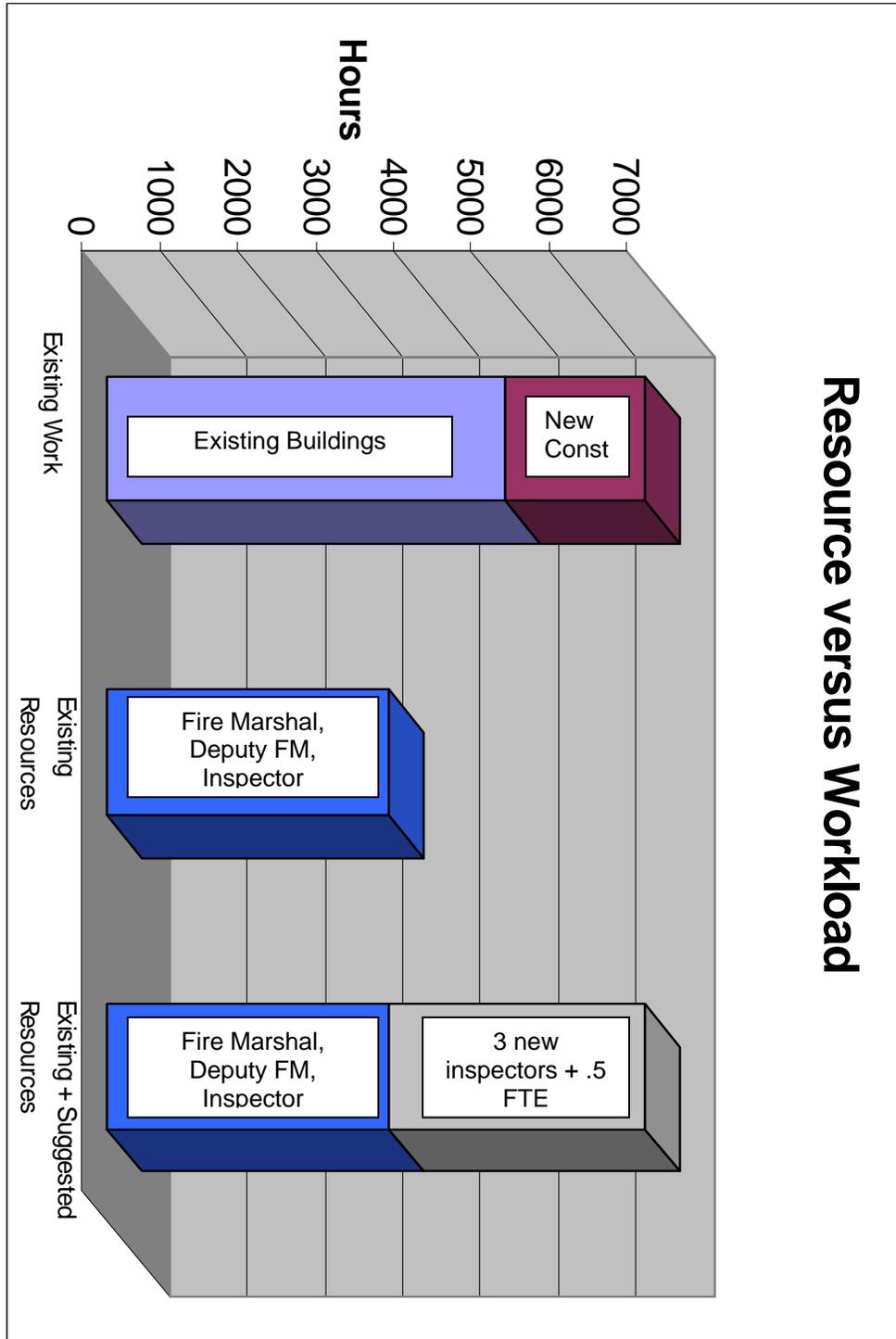


Blank areas represent resources are insufficient to complete existing work.



City of Kirkland Fire Department
 Final Report
 Fire Inspection and Plan Review

Attachment "D"



ORDINANCE 4127

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO FEES CHARGED UNDER KMC CHAPTERS 5.74.070 AND 21.74.030.

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

Section 1. Section 5.74.070 of the Kirkland Municipal Code 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. ~~The fees listed below go into effect May 1, 2005.~~

FEE TYPE	FEE AMOUNT
<p>Presubmittal Meeting and/or Predesign Conference Note: Fee subtracted from the application fee if the application is submitted within six months of the date of the presubmittal meeting.</p>	\$350.00 <u>475.00</u>
<p>Planning Official Decisions Accessory Dwelling Unit (not required if reviewed concurrently with a building permit) Personal Wireless Service Facility Planning Official Decision Personal Wireless Service Facility Subsequent or Minor Modification Parking Modification Sensitive Area Planning Official Decision or Administrative Design Review Fixed fee Fee per new unit Fee per square foot new GFA Master Sign Plan of Approval Modification Off-Site Directional Sign Approval Modification Design Review Approval Modification Design Review Approval Extension Historic Residence Alteration <u>Rooftop Appurtenance Modification</u></p>	\$300.00 <u>390.00</u> \$6,050.00 <u>7,865.00</u> \$600.00 <u>780.00</u> \$380.00 <u>494.00</u> \$1,500.00 <u>1,950.00</u> \$0.00 \$0.00 \$600.00 <u>780.00</u> \$380.00 <u>494.00</u> \$760.00 <u>988.00</u> \$300.00 <u>390.00</u> \$600.00 <u>780.00</u> \$780.00
<p>Planning Director Decisions Temporary Use Permit Variance Exception</p>	\$760.00 <u>988.00</u> \$760.00 <u>988.00</u>

Off-Site Directional Sign	\$760.00 <u>988.00</u>
Master Sign Plan	\$2,120.00 <u>2,756.00</u>
Short Plat or Subdivision Approval Modification	\$600.00 <u>780.00</u>
Process I Approval Modification	\$600.00 <u>780.00</u>
Process IIA, IIB or III Approval Modification	\$760.00 <u>988.00</u>
Lot Line Alteration	\$760.00 <u>988.00</u>
Binding Site Plan	\$1,510.00 <u>1,963.00</u>
Multifamily Housing Property Tax Exemption Conditional Certificate	\$760.00 <u>988.00</u>
Multifamily Housing Property Tax Exemption Contract Amendment	\$380.00 <u>494.00</u>
Multifamily Housing Property Tax Exemption Conditional Certificate Extension	\$380.00 <u>494.00</u>
Noise Variance	\$380.00 <u>494.00</u>
Process I Review	
Short Subdivision	\$3,000.00 <u>3,900.00</u>
Base fee	\$700.00 <u>910.00</u>
Fee per lot	
Innovative Short Subdivision	\$4,900.00 <u>6,370.00</u>
Fixed fee	\$700.00 <u>910.00</u>
Fee per lot	
Substantial Development Permit	
General Moorage Facility	\$7,560.00 <u>9,828.00</u>
Other Shoreline Improvements	\$3,240.00 <u>4,212.00</u>
Personal Wireless Service Facility Process I Review	\$7,560.00 <u>9,828.00</u>
Other Process I Review	
Residential	
Base fee	\$3,000.00 <u>3,900.00</u>
Fee per new residential unit	\$350.00 <u>455.00</u>
Nonresidential	
Base fee	\$3,000.00 <u>3,900.00</u>
Fee per square foot new GFA	\$0.21 <u>0.27</u>
Mixed Use	
Fixed fee	\$3,000.00 <u>3,900.00</u>
Fee per new unit	\$350.00 <u>455.00</u>
Fee per square foot new GFA	\$0.21 <u>0.27</u>
Home Occupation	\$1,000.00
Historic Residence Designation	\$1,000.00
Process IIA Review	
Preliminary Subdivision	
Fixed fee	\$6,310.00 <u>8,203.00</u>
Fee per lot	\$760.00 <u>988.00</u>
Innovative Preliminary Subdivision	

Fixed fee	\$7,820.00 <u>10,166.00</u>
Fee per lot	\$760.00 <u>988.00</u>
Personal Wireless Service Facility Process IIA Review	\$14,640.00
Other IIA	<u>19,032.00</u>
Base fee	
Fee per new residential unit	\$5,290.00 <u>6,877.00</u>
Fee per square foot new nonresidential GFA	\$300.00 <u>390.00</u>
	\$0.30 <u>0.39</u>
Process IIB and Process III Review	
Subdivision Vacation or Alteration	\$6,480.00 <u>8,424.00</u>
Historic Landmark Overlay or Equestrian Overlay	\$760.00 <u>988.00</u>
Personal Wireless Service Facility Process IIB Review	\$21,120.00
Other IIB or III	<u>27,456.00</u>
Residential (Including Short Subdivisions Reviewed Through Process IIB per KMC 22.20.050)	
Base fee	
Fee per new residential unit	\$8,160.00 <u>10,608.00</u>
Fee per square foot new nonresidential GFA	\$300.00 <u>390.00</u>
	\$0.30 <u>0.39</u>
Design Board Review	
Design Board Concept Review	\$1,280.00 <u>1,344.00</u>
Design Board Design Response Review	
Base fee	\$3,920.00 <u>4,116.00</u>
Fee per new unit	\$180.00 <u>189.00</u>
Fee per square foot new GFA	\$0.18 <u>0.19</u>
State Environmental Policy Act (SEPA) Fees	
Review of Environmental Checklist	
Base fee	\$260.00 <u>520.00</u>
Applications involving traffic reports	
Fee per new residential unit	\$40.00
Fee per square foot new nonresidential GFA	\$0.04
<u>Less than 20 trips</u>	<u>\$850.00</u>
<u>21-50 trips</u>	<u>\$1,700.00</u>
<u>51-200 trips</u>	<u>\$3,400.00</u>
<u>Greater than 200 trips</u>	<u>\$6,800.00</u>
Applications involving sensitive areas	\$260.00 <u>520.00</u>
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	

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.

Section 2. Table 8 of Section 21.74.030 of the Kirkland Municipal Code which establishes the Mechanical Inspection fees for one and two-family dwellings, is hereby amended to read as follows:

21.74.030

Table 8—Mechanical Inspection Fees—One- and Two-Family Dwellings

<u>Type</u>	<u>Fee</u>
Air conditioners with or without duct work	\$29.00 for each dwelling
Appliance vents	\$7.25 per vent
Furnace—up to and including 100,000 BTUs—including duct work, piping and thermostat wiring	\$29.00
Furnace—over 100,000 BTUs—including duct work, piping, and thermostat wiring	\$38.00
Gas piping only—no fixture installation	\$29.00 per permit
Gas appliances with gas piping	\$29.00 each appliance
Heat pumps with or without duct work	\$29.00 for each dwelling
Minimum permit fee	\$29.00
Permit issuance fee	\$5.00
Wood stoves or heaters including gas piping	\$21.00

<u>MECHANICAL FEES FOR NEW SINGLE FAMILY AND DUPLEXES:</u>	
<u>8% of the Building Permit Fee</u>	
<u>MECHANICAL FEES FOR REMODELS/ADDITIONS*</u>	
<ul style="list-style-type: none"> • <u>Each New Appliance \$40 (Maximum Fee \$240)**</u> • <u>New Duct System \$40</u> • <u>Gas Piping Only \$40</u> • <u>Thermostat Wiring \$20***</u> 	
<u>*No fee for source specific exhaust fans</u>	
<u>**Gas Piping Included</u>	
<u>***Must Be a Licensed Electrical Contractor</u>	
<u>Other Fees:</u>	
<u>Additional plan review required by changes, additions or revisions to plans for which an initial review has been completed.</u>	<u>\$79.00 per hour</u> (minimum charge ½ hr)
<u>Re-inspection fees assessed under provisions of KMC 21.74.030 (2)</u>	<u>\$79.00</u> (per inspection)
<u>Inspection for which no fee is specifically indicated.</u>	<u>\$79.00 per hour</u> (minimum charge ½ hr)
<u>Inspections outside of normal business hours.</u>	<u>\$118.50 per hour</u> (min. charge two hours)

Section 3. The fees established in this ordinance shall go into effect on February 1, 2008; provided that, a land use development permit application which the City determines was complete before the effective date of a revised fee, shall be charged the fee in effect on the date such application became a complete application.

Section 4. The fees set forth in KMC 5.74.070 and Table 8 of KMC 21.74.030, which are amended by this ordinance, shall remain in force and effect until the fees set forth in this ordinance go into effect.

Section 5. 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 6. This ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and publication pursuant to Section 1.08.017, Kirkland Municipal Code 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 _____, 2007.

Signed in authentication thereof this _____ day of _____, 2007.

MAYOR

Attest:

City Clerk

Approved as to Form:

City Attorney

PUBLICATION SUMMARY
OF ORDINANCE NO. 4127

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO FEES CHARGED UNDER KMC CHAPTERS 5.74.070 AND 21.74.030.

SECTION 1. Amends fees charged as authorized in KMC Section 5.74.070.

SECTION 2. Amends mechanical inspection fees for one and two-family dwellings in Table 8 of KMC Section 21.74.030.

SECTIONS 3-4. Provides an effective date for the fees and confirms the current rates remain in effect until that date.

SECTION 5. Provides a severability clause for the ordinance.

SECTION 6. 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 _____, 2007.

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

City Clerk