

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, P.E., Public Works Director/County Engineer

Agenda Date: May 22, 2023

Subject: Hearing Notice re: Proposed Ordinance Relating to County Fee Policy and Requirements; and the Department of Public Works, Parks and Recreation Division Fee Schedules; and Amending Title 3 JCC, Title 12 JCC, and Appendix Fee Schedules

Statement of Issue: The existing method of adopting and amending fee schedules by ordinance lacks transparency and is cumbersome for county departments with few resources. This ordinance changes the method of adoption from ordinance to resolution to more quickly and efficiently amend and manage fee schedules.

Analysis/Strategic Goals/Pro's & Con's: County departments will post fees on their websites, make fee schedules widely available to the public, and place fee policy in the code for greater transparency and ease of reference. Adopting fees by resolution still allows for public involvement because the Board can choose to review fee resolutions in session as a separate agenda item with public comment, or even hold a public hearing if they choose to do so.

Fiscal Impact/Cost Benefit Analysis: Staff time will be saved and fees will be kept up to date. This will reduce expenditures and has the potential to increase revenues.

Recommendation: Set a public hearing for the fee ordinance on June 12, 2023. The public hearing will be published in the Port Townsend Leader on May 24 and May 31, 2023.

Department Contact: Matt Tyler, Parks and Recreation Manager. 360-385-9129

Reviewed By:


Mark McCauley, County Administrator


Date

NOTICE OF PUBLIC HEARING

Proposed Ordinance Relating to County Fee Policy and Requirements; and the Department of Public Works, Parks and Recreation Division Fee Schedules; and Amending Title 3 JCC, Title 12 JCC, and Appendix Fee Schedules

NOTICE IS HEREBY GIVEN that a public hearing is scheduled by the Jefferson County Board of Commissioners for **Monday, June 12, 2023 at 10:00 AM** in the Commissioners' Chambers, County Courthouse, 1820 Jefferson Street, Port Townsend, WA. Notice of said hearing is to be published in the official newspaper of Jefferson County.

This hearing is to inform citizens of the proposed ordinance changing the county method of adopting and amending fee schedules from ordinance to resolution, adopting a new chapter 3.80 JCC; and updating Jefferson County Parks and Recreation Fees. The public has the opportunity to send comments regarding the ordinance and fee changes prior to its adoption by the Jefferson County Board of Commissioners.

The ordinance and other information are available for viewing at www.co.jefferson.wa.us, - Services – Laserfiche Web Portal – Board of Commissioners – BOCC Agenda Packet – 2023 Weekly Agenda Items – 06 June 2023 – 061223 or by contacting Jefferson County Public Works at 360-385-9160.

You are welcome to participate in this hearing. You will need to join the meeting by 10:00 AM using one of the following methods: **Virtually:** Via the Zoom link: <https://zoom.us/j/93777841705>; **Phone:** Dial 1-253-215-8782, enter access code: 937-7784-1705#, and press *9 to “raise your hand” to be called upon; Access for the hearing impaired using Washington Relay Service 1-800-833-6384; or attend **In-Person**

To view documents or watch this meeting live with no participation, go to www.co.jefferson.wa.us. Follow the links under “*Quick Links: Videos of Meetings: Today.*” If you experience difficulties joining the meeting or viewing documents please call 360-385-9100 to report any issues.

In addition, written testimony is also invited beginning on May 24, 2023 and ending on June 12, 2023 at the end of the Public Hearing, unless extended by the Board of County Commissioners. Written public testimony may be submitted by **Email to:** jeffbocc@co.jefferson.wa.us You may view testimony received by clicking here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2023 Weekly Agenda Items – 06 June 2023 – 061223

You can also **Mail** your testimony to: Jefferson County Commissioners' Office; P.O. Box 1220, Port Townsend, WA 98368. Written testimony must be received by the Board of County Commissioners by the end of the hearing testimony period.

DATED this 22nd day of May, 2023

Greg Brotherton, Chair
Jefferson County Board of Commissioners

STATE OF WASHINGTON

County of Jefferson

An Ordinance Relating to County Fee Policy and Requirements and Department of Public Works Parks and Recreation Division Fee Schedules; Amending Title 3 JCC, Title 12 JCC, and Appendix Fee Schedules; Repealing and Replacing Ordinance No. 05-0707-14 and Ordinance 12-1209-96

ORDINANCE NO. _____

WHEREAS, the existing method of adopting and amending fee schedules that appear in the code under [Appendix Fee Schedules](#) lacks transparency and is a cumbersome process for county departments with few resources; and,

WHEREAS, [Appendix Fee Schedules](#) contains many out-of-date fee schedules as a result; and,

WHEREAS, the present [Appendix Fee Schedules](#) is difficult to locate and some county codes that require fees for services or as a part of an application do not mention fee schedules; and,

WHEREAS, many other county jurisdictions amend fee schedules by resolution to allow ease of adoption; and,

WHEREAS, adoption and amendment of fee schedules by resolution will allow the county to more quickly and efficiently amend fee schedules; and,

WHEREAS, county departments should be required to post fees on their websites, make fee schedules widely available to the public, and place fee policy in the code for greater transparency and ease of reference for the public; and,

WHEREAS, the Jefferson County Department of Public Works, Parks and Recreation Division (“Parks”) collects reasonable fees to offset the costs of operation and maintenance of county parks pursuant to chapter [12.25](#) JCC and [Appendix Fee Schedules](#); and

WHEREAS, the costs for operation and maintenance of county parks has escalated dramatically since 2014, when the fee schedule was last amended, and it is necessary to update the fee schedule accordingly; and

WHEREAS, in some cases, the 2014 fees did not correspond to actual use patterns which needlessly depressed facility use; and

WHEREAS, Parks has studied the existing fee schedule, and compared the proposed fees with the fees of similar agencies, and

WHEREAS, Parks discussed the fee proposal with school officials, park users, and youth sports organizations; and

WHEREAS, The Jefferson County Parks and Recreation Advisory Board partnered with staff to develop the fee schedule, reviewed the fee proposal on February 2, 2023 and unanimously recommended the fee proposal for adoption by the Jefferson County Board of Commissioners (BoCC) on April 6, 2023; and

WHEREAS, on May 22, 2023, the Jefferson County Board of Commissioners (“BoCC”) held a public hearing soliciting input and feedback on the proposed fee and fee schedule changes.

NOW THEREFORE, be it hereby ordained by the BoCC as follows:

Section 1. Findings. The BoCC hereby adopts the recitals (the “WHEREAS” statements) as its findings of fact in support of this Ordinance.

Section 2. Amendments adopted in Appendix A. The BoCC adopts Appendix A adding a new chapter 3.80 of the Jefferson County Code (“JCC”) relating to general county department fee requirements and policies. This chapter places policy that appeared within the Appendix Fee Schedule into a new chapter 3.80 JCC. It also adds a Large Projects section. It further authorizes all county department and offices to request amendment of fee schedules by resolution.

Section 3. Amendments adopted in Appendix B. The BoCC adopts Appendix B, which amends Appendix Fee Schedules to repeal the general requirements at the beginning (Fees for New Programs, Events, or Services; Annual Fee Indexing; and Periodic Fee Review) which will by this ordinance be placed in chapter 3.80 JCC. Appendix B also repeals Section V of Appendix Fee Schedules, including V-010 and V-020, relating to Department of Public Works-Facilities, Parks and Recreation Division. A new fee schedule will be adopted by resolution as permitted by the JCC 3.80.020 (adopted as a part of this ordinance). It is the desire of the BoCC that the entire Appendix Fee Schedules be eliminated and be replaced by chapter 3.80 JCC and fee authorization and policy in implementing codes as necessary, and that all departments with fee schedules adopted in Appendix Fee Schedules bring similar revisions to the BoCC in the coming year.

Section 4. New Section for Chapter 12.25 JCC. A new section is added to chapter 12.25 JCC, to read as follows:

12.25.270 Fee collection authorized. Jefferson Parks and Recreation shall collect fees authorized under this chapter and chapter 3.80 in the Jefferson county code.

(1) Jefferson Parks and Recreation shall collect campground fees, recreation center fees, shelter fees, field fees, recreation programs, and fees for other facilities and services as provided in a fee resolution adopted pursuant to chapter 3.80 JCC and as allowed in this chapter.

(2) Recreation programs. Certain Jefferson County park and recreation program fees vary from year to year and are based on the costs of program delivery. These costs may include but are not limited to instructors, equipment, coaches, uniforms, facility reservation, officiating costs, number of participants, and administration costs. The

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parks and recreation manager has the authority to set recreation program fees. A percentage of the revenue may be used for scholarships. In addition, the recreation program will seek to raise scholarship funds through grants, fundraising activities, and donations.

(a) Fees for recreation department programs shall be established each year before the beginning of the specific sport or program season by the parks and recreation manager, and are subject to review upon request by the board of county commissioners.

(b) The amount of the fee will be determined with consideration given to the following administrative costs: the cost of the staff necessary to run the program, the cost of the maintenance required due specifically to that program, and the cost of supplies, equipment and other associated expenses for the program.

Section 5. New Section for Chapter 12.25 JCC. A new section is added to chapter 12.25 JCC, to read as follows:

12.25.280 Authority to adopt rules and procedures.

The parks and recreation manager may administratively adopt rules, regulations, and restrictions specific to particular programs and facilities depending on condition of facilities, environmental conditions, and other issues related to management of facilities and programs. Any rule, regulation, or restriction enacted under this section shall be posted on-site at the facility affected and on the county website.

Section 6. New Section for Chapter 12.25 JCC. A new section is added to chapter 12.25 JCC, to read as follows:

12.25.290 Payment and reservation policies for facilities.

(1) Payment for facilities use. Payment is due in full at time of facility reservation; except that athletic field reservations may pay a 20 percent deposit at time of reservation with the remaining 80 percent due before the first event.

(2) Facilities reservations.

- (a) Facility reservations are accepted on a first-come, first-served basis.
- (b) Facility reservations will be accepted up to one year prior to the event date.
- (c) Reservations for scholastic athletic events must be made at least 30 calendar days prior to the event date.

(3) Refunds.

- (a) A 100 percent refund will be made for facility use reservations cancellations made 30 days or more before the date of reservation. A 50 percent refund will be made for cancellations made between 29 and 15 days before the reservation.
- (b) No refund will be given for cancellations made 14 days or less from the first day of the facility reservation; except that the parks and recreation manager may issue refunds based on emergencies or special circumstances, for cancellations made by Jefferson County, or for an issue regarding the facility.
- (c) The parks and recreation manager has the authority to issue a refund at any time for a facility reservation when it is based on a legitimate issue regarding the condition of the facility, as determined by the manager.

(4) Cancellations by Jefferson County. Jefferson County parks and recreation reserves the right to cancel a recreation program at any time based on staff, registration, facility, equipment issues, or environmental conditions. When Jefferson County parks and recreation cancels a program, a 100 percent refund will be provided.

(5) Policies for groups or individuals who cause damage to facilities.

- (a) Groups or individuals that cause damage to facilities due to abuse and neglect, or do not follow rules will be denied subsequent use of the facility.
- (b) When the risk of damage is high, or there is a record of past damage, a damage deposit may be required in advance of the event. The deposit may be used to pay for repairs to damages caused by the event. Unused deposits will be returned promptly.
- (c) Groups or individuals that cause damage to facilities above and beyond normal wear and tear are liable for the full cost of replacement or repair of those facilities. The replacement or repair will be conducted by Jefferson County parks and recreation and the responsible party will be invoiced.

Section 7. Ordinance Nos. [05-0707-14](#) and [12-1209-96](#) are hereby repealed and replaced by this Ordinance and Resolution [XX-23](#).

Section 8. Severability. If any section, subsection, sentence, clause, phrase or section of this Ordinance or its application to any person or circumstance is held invalid, the remainder of this Ordinance or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 9. Effective Date. The Ordinance becomes effective upon adoption by the BoCC.

Section 10. SEPA Categorical Exemption. This ordinance is categorically exempt from the State Environmental Policy Act under WAC [197-11-800 \(19\)](#).

(SIGNATURES FOLLOW ON THE NEXT PAGE)

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APPROVED and ADOPTED this _____ day of _____, 2023.

JEFFERSON COUNTY BOARD OF
COMMISSIONERS

Greg Brotherton, Chair

Kate Dean, Member

Heidi Eisenhour, Member

SEAL:

ATTEST:

Carolyn Gallaway Date
Deputy Clerk of the Board

Approved as to form only:

Barbara Dykes Ehrlichman Date
Civil Deputy Prosecuting Attorney

APPENDIX A

A new chapter 3.80 JCC is enacted to read:

COUNTY DEPARTMENT FEE REQUIREMENTS AND POLICIES

- 3.80.010 Purpose and applicability.
- 3.80.020 Fees for programs and services.
- 3.80.030 Annual fee indexing.
- 3.80.040 Periodic fee review.
- 3.80.050 Coordination of fee charges among departments.
- 3.80.060 Large project review.

3.80.010 Purpose and applicability.

The purpose of this chapter is to mandate certain requirements of all county departments when charging fees to the public. Fees for programs and services provided by county departments are subject to the requirements of this chapter.

3.80.020 Fees for programs and services.

(1) Any new fee schedule proposed by a county department or office shall be adopted by resolution of the board of county commissioners, starting on the effective date of this ordinance. Any fee schedule adopted pursuant to this section is hereby adopted by reference and incorporated into this section. Other fees and policies adopted in the [Appendix Fee Schedule](#) remain in effect.

(2) Updates to fee schedules adopted pursuant to JCC 3.80.020(1) occur on an annual basis concurrent with budget adoption by the board of county commissioners.

(3) County departments shall make all reasonable efforts to make fee schedules easily and widely available to the public, including the following:

- (a) The current fee schedule(s) shall be posted on the county website;
- (b) Hard copies of the current fee schedule(s) shall be available at the physical public interface of the county department. The department may also post its fee schedule on a wall that will be seen by the public;
- (c) Department employees shall promptly provide by mail or email copies of the fee schedule(s) upon request to any member of the public;
- (d) A copy of current fee schedules for all county departments will be on file at the county commissioners' office; and,
- (e) The department shall provide copies of the current fee schedule to any interest group associated with the activities of the department upon request.

3.80.030 Annual fee indexing.

(1) Fixed amount fees established pursuant to this chapter shall be adjusted annually on the first business day of January ("adjustment date") by the amount of the increase in the Consumer Price Index (CPIW). The CPIW is the Consumer Price Index – U.S. City Average for All Urban Wage

Earners and Clerical Workers, published by the Bureau of Labor Statistics for the United States Department of Labor.

(2) The annual fee adjustment shall be calculated as follows: Each fee in effect immediately prior to the adjustment date will be increased by the percentage increase in the CPIW as reported for the month of September preceding the adjustment date. Increases will be rounded to the nearest dollar. A fee shall not be reduced by reason of such calculation. However, fee increases in accordance with this calculation shall not exceed five percent per year.

(3) Copies of the adjusted fee schedule shall be available as required by JCC 3.80.020. The adjusted fee schedule will show the prior year fees, the CPIW, and the new fee. 3.80.040 Periodic fee review.

(1) At minimum, once every three years, but no more frequently than once per year, each county department or office charging fees established under this chapter will evaluate the fee schedule for consistency with applicable laws, regulations and fee policies adopted by the board of commissioners.

(2) Each department's periodic fee review will consider at least the following factors:

- (a) service cost recovery;
- (b) public versus private service benefit;
- (c) relation of fees to department goals;
- (d) other available funding sources; and,
- (e) comparison fees in adjacent counties, statewide averages and other comparable areas.

(3) In conducting the periodic fee review, the department shall also consider the following principles in structuring fees:

- (a) Efficiency. The fees are easy to understand and are not cumbersome to administer;
- (b) Transparency. The department can demonstrate to members of the public a documented process for identifying the costs of activities and a clear formula for the setting of fees;
- (c) Effectiveness. The fees provide value to the person charged;
- (d) Clarity. Users are clear about when and how fees apply;
- (e) Equity. The fees are fairly applied across a range of users that have different socioeconomic circumstances; and,
- (f) Consideration of service needs. Users with special service needs (for example, due to temporary or permanent disability) are not charged exorbitant fees directly in accord with the cost of higher servicing requirements.

3.80.050 Coordination of fee charges among departments.

When coordination in fee collection among county departments is necessary for projects requiring review from more than one county department, the department with the lead for review of the project shall be responsible for collecting billing information for the project, invoicing charges and collecting invoices.

3.80.060 Large project review.

(1) Large project—how determined. A large project is a project determined by the department with the lead for review to be a large project (“lead director”). The lead director may designate a project as a large project, after considering the following:

- (a) The complexity of the project;
- (b) Whether the project involves multiple departments or agencies; and,
- (c) Whether the project requires contracts with third-party reviewing agencies or contractors.

(2) Retainer- authority to require and how calculated. The lead director may require a retainer from an applicant for a project designated as a large project, consistent with the requirements of this section. The lead director is granted authority to require a retainer if he or she determines a retainer is necessary to ensure adequate compensation of the department for reasonable costs associated with processing the application or completing project review without disruption.

(a) Amount of retainer.

- (i) The lead director shall calculate the amount of the retainer based on review of the application and an assessment of the time necessary to complete staff review and a decision on the application, as well as any necessary third-party review.
- (ii) The lead director may specify terms and conditions upon which services and materials are made available.
- (iii) The fees charged in the retainer shall be consistent with the reasonable estimated costs to the county for furnishing such services or materials, as may be established in the applicable fee schedule.

(b) Replenishment of retainer. The lead director may, from time to time, require replenishment of a retainer as necessary to ensure continued timely processing of the application.

(c) Interest shall not be paid on moneys held on deposit or retainer.

(d) Moneys remaining on deposit or retainer upon completion or cancellation of the service shall be refunded to the applicant.

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(3) Schedule for payment. In addition to requiring a retainer, the lead director may establish a regular schedule for payment of fees, if he or she deems it necessary to ensure prompt payment for services rendered by the county.

(4) Failure to pay retainer or required fees. If, at any time during a large project application, the applicant or proponent does not timely pay for fees incurred, the lead director may order department staff to cease review of the application until a retainer or the required fees are submitted and paid to the department.

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APPENDIX B

Appendix Fee Schedules is amended as follows:

FEES FOR NEW PROGRAMS, EVENTS, OR SERVICES

Fees for new programs/services instituted after passage of Ordinance No. 12-96 in departments/divisions covered under this appendix are authorized for establishment by resolution of the board of county commissioners as recommended by the department. Any fixed amount fees established under this section will be subject to annual fee indexing and periodic review, as if they were established as part of this appendix.

ANNUAL FEE INDEXING

Fixed amount fees established by this appendix shall be adjusted annually on the first business day of January ("adjustment date") by the amount of the increase in the Consumer Price Index (CPIW). The CPIW is the Consumer Price Index—U.S. City Average for All Urban Wage Earners and Clerical Workers, published by the Bureau of Labor Statistics for the United States Department of Labor.

The annual fee adjustment shall be calculated as follows: Each fee in effect immediately prior to the adjustment date will be increased by the percentage increase in the CPIW as reported for the month of September preceding the adjustment date. Increases will be rounded to the nearest dollar. A fee shall not be reduced by reason of such calculation. However, fee increases in accordance with this calculation shall not exceed five percent per year.

Copies of the adjusted fee schedule shall be available to the public at the office of the designated department and will be mailed to any customer upon request. The adjusted fee schedule will show the prior year fees, the CPIW, and the new fee.

PERIODIC FEE REVIEW

At minimum, once every three years, but no more frequently than once per year, fees established under this appendix will be evaluated for consistency with applicable laws, regulations and fee policies adopted by the board of commissioners. Periodic fee review will consider at least the following factors: service cost recovery; public versus private service benefit; departmental goals; other available funding sources; and comparison fees in adjacent counties, statewide averages and other comparable areas.

I. Health and Human Services Department

I-010 Public health environmental health division.

ENVIRONMENTAL HEALTH	2020	Technology Fee	2020 TOTAL FEE	Additional Fees and Other Information
GENERAL				

ENVIRONMENTAL HEALTH	2020	Technology Fee	2020 TOTAL FEE	Additional Fees and Other Information
Health Officer Administrative Hearing	358.00	17.00	375.00	
Administrative Hearing Appeal	358.00	17.00	375.00	
Technical Assistance/Plan Review – Minimum	93.00	4.00	97.00	
Technical Assistance/Plan Review – Per Hour	93.00	4.00	97.00	
Late Fee for Invoices	54.00	2.00	56.00	
Case Scanning/Technology Fee	32.00	1.00	33.00	
O&M Inspection Report Manual Data Entry and Payment Processing Fee	46.00	2.00	48.00	
Recording Fee	70.00	3.00	73.00	Plus the Auditor's Office Recording Fee
Notice to Title Rescission	565.00	28.00	593.00	
ON-SITE SEWAGE DISPOSAL				
Sewage Disposal Permits				
New Conventional	612.00	30.00	642.00	Valid for 3 Years
New Alternative	892.00	44.00	936.00	Valid for 3 Years
New Septic Tank and/or Pump Chamber Only	366.00	18.00	384.00	Issued in Conjunction with an Existing Sewage Disposal System or Community System
New Community or Commercial:				
Conventional	773.00	38.00	811.00	Base Fee – Valid for 3 Years
Alternative	988.00	49.00	1,037.00	Base Fee – Valid for 3 Years
Each Connection	97.00	4.00	101.00	Add to Base Permit Fee
Development and Review Financial Assurance and System Operation Agreements	93.00	4.00	97.00	Per Hour
Septic Permit with SPAAD (conventional)	330.00	16.00	346.00	

ENVIRONMENTAL HEALTH	2020	Technology Fee	2020 TOTAL FEE	Additional Fees and Other Information
Septic Permit with SPAAD (alternative)	612.00	30.00	642.00	
Repair (see below for specific fees)	—	—	Based on Permit	Applies to Existing Installed Sewage Disposal System; the Technical Assistance/Plan Review Hourly Rate Will Be Charged for Repairs Where the Applicants Require Additional Assistance
Repair – Conventional	306.00	15.00	321.00	Applies to Existing Installed Sewage Disposal System; the Technical Assistance/Plan Review Hourly Rate Will Be Charged for Repairs Where the Applicants Require Additional Assistance
Repair – Alternative	446.00	22.00	468.00	
Repair – Septic Tank and/or Pump Chamber Only	183.00	9.00	192.00	
Repair – Community or Commercial: Conventional	387.00	19.00	406.00	
Repair – Community or Commercial: Alternative	494.00	24.00	518.00	
Modification or Reserve Area Designation	278.00	13.00	291.00	
Expansion	579.00	28.00	607.00	
Redesign	185.00	9.00	194.00	Applies to Pending or Active but Not Installed
Reinspection	231.00	11.00	242.00	
Evaluation of Existing System/Monitoring Inspection				
Septic System Only	359.00	17.00	376.00	
Septic System Plus Water Sample	406.00	20.00	426.00	
Retest/Reinspection	185.00	9.00	194.00	
On-Site Sewage – Building and Planning				
Subdivision Review Base Fee	555.00	27.00	582.00	Plus Per Lot Fee
Boundary Line Adjustment or Lot Certification Base Review Fee	217.00	10.00	227.00	Plus Per Lot Fee

ENVIRONMENTAL HEALTH	2020	Technology Fee	2020 TOTAL FEE	Additional Fees and Other Information
Planned Rural Residential Development Review Fee	217.00	10.00	227.00	
Per Lot Fee	97.00	4.00	101.00	For Subdivision Review, Boundary Line Adjustment and Planned Rural Residential Development Review Fees
Preapplication Meeting Fee	217.00	10.00	227.00	
Density Exemption Review Fee	139.00	6.00	145.00	
Field Work for Density Exemption Review	93.00	4.00	97.00	Per Hour
Building Application Review:				
Residential – Individual OSS	139.00	6.00	145.00	Review after Building Permit Issued, Is Same Fee
Commercial – Individual OSS	278.00	13.00	291.00	Review after Building Permit Issued, Is Same Fee
Community OSS	278.00	13.00	291.00	Review after Building Permit Issued, Is Same Fee
Revised Site Plan Review	70.00	3.00	73.00	Review of Resubmission before Building Permit Is Issued
Other				
Waiver/Variance Application	255.00	12.00	267.00	
Waiver/Variance Hearing	416.00	20.00	436.00	
Wet Season Evaluation	579.00	28.00	607.00	
General Environmental Health Review Fee	93.00	4.00	97.00	Per Hour
Licenses				
Installer, Pumper, Operator (maintenance person)	579.00	28.00	607.00	
Retest	231.00	11.00	242.00	
Homeowner Authorization	11.00	–	11.00	
Annual Certificate Renewal	321.00	16.00	337.00	

ENVIRONMENTAL HEALTH	2020	Technology Fee	2020 TOTAL FEE	Additional Fees and Other Information
Delinquent Renewal after January 31st	579.00	28.00	607.00	
FOOD SERVICE ESTABLISHMENTS				
Annual Permit Fees (Based on menu complexity and seating – menu changes may change category)				
Category 1	248.00	12.00	260.00	
Category 2	348.00	17.00	365.00	
Category 3	585.00	29.00	614.00	
With Lounge, Add	248.00	12.00	260.00	Separate Lounge Area
With Catering, Add	348.00	17.00	365.00	
Annual Permit Issued after September 1st	50% of fee	5% of 50% fee	Based on Permit	50% of Annual Permit Fee
Temporary Permit Application Fees				
Single Event (medium and high risk)				
Initial Application (first event)	133.00	6.00	139.00	Not to Exceed 21 Days at Your Location
Additional Event (same menu only)	77.00	3.00	80.00	Not to Exceed 21 Days at Your Location
Organized Recurring Event (e.g., farmers market)				
Limited Menu	161.00	8.00	169.00	Not to Exceed 3 Days a Week at a Single Location
Complex Menu	215.00	10.00	225.00	Not to Exceed 3 Days a Week at a Single Location
Low Risk Foods (limited to specific listed foods)				
Single	60.00	3.00	63.00	
Recurring	90.00	4.50	94.50	
Annual (art walks, open house)	300.00	15.00	315.00	
Demonstration				
Single	60.00	3.00	63.00	
Event, per location	250.00	12.00	262.00	
Permit Exempt	25.00	1.00	26.00	

ENVIRONMENTAL HEALTH	2020	Technology Fee	2020 TOTAL FEE	Additional Fees and Other Information
25% Reduction for 501(c)(3) and Households That Meet USHHS Poverty Guidelines*	75% of Fee	5% of 75% Fee	Based on Permit	* With BoH Resolution and Backfilled with General Funds
Late Fee for Temporary Permits	50% of Fee	5% of 50% Fee	Based on Permit	Additional (Paid When Application Is Submitted Less Than 7 Days Prior to the Event)
Other Food Fees				
New Establishment	215.00	10.00	225.00	
New Owner/Change of Owner	135.00	6.00	141.00	
Waiver/Variance	108.00	5.00	113.00	Per Hour; for Review and/or Approval
Reopening Fee	108.00	5.00	113.00	Per Hour
Manager's Course	288.00	14.00	302.00	
Pre-Opening Inspection	108.00	5.00	113.00	Per Hour
Food Service Plan Review	108.00	5.00	113.00	Per Hour; for Review and/or Approval
Reinspection				
First Inspection	161.00	8.00	169.00	
Each Inspection after First	268.00	13.00	281.00	
Food Handler Card				
Reissue Unexpired Food Handler Card	10.00	—	10.00	
SOLID WASTE				
Annual Permit Fees				
Limited Purpose Landfill	2,958.00	147.00	3,105.00	For the First 30 Hours, Then Assess Technical Rate
Closed Landfill	2,232.00	111.00	2,343.00	For the First 24 Hours, Then Assess the Technical Rate
Biosolid/Composting Facilities	1,050.00	52.00	1,102.00	For the First 11 Hours, Then Assess the Technical Rate

ENVIRONMENTAL HEALTH	2020	Technology Fee	2020 TOTAL FEE	Additional Fees and Other Information
Moderate Risk Facility	1,037.00	51.00	1,088.00	For the First 11 Hours, Then Assess the Technical Rate
Inert Waste Landfills	502.00	25.00	527.00	For the First 5 Hours, Then Assess the Technical Rate
Transfer Station	2,232.00	111.00	2,343.00	For the First 24 Hours, Then Assess the Technical Rate
Other Solid Waste Facilities	758.00	37.00	795.00	For the First 5 Hours, Then Assess the Technical Rate
Drop Boxes	744.00	37.00	781.00	For the First 8 Hours, Then Assess the Technical Rate
Miscellaneous Fees				
New Facility Application	609.00	30.00	639.00	
Exempt Facility Inspection	463.00	23.00	486.00	
Facility Reinspection	50% of Fee	5% of 50% Fee	Based on Reinspection	
Plan, Document and Waiver/Variance Review	371.00	18.00	389.00	+\$97/Hour for > 4 Hours and 5% of Total Cost for Additional Hours for Technology Fee
WATER				
Application Fee	222.00	11.00	233.00	Inspection of Well Construction, Decommission and Reconstruction
Determination of Adequate Water Supply Base Fee	139.00	6.00	145.00	Tech Assist and Document Review Is Billed at the Hourly Rate
Well Inspection and Water Sample for Loan	185.00	9.00	194.00	
Well Site Inspection – Proposed Public Water Supply	440.00	22.00	462.00	
LIVING ENVIRONMENTS				
Water Recreation Facilities Operation Permit				

ENVIRONMENTAL HEALTH	2020	Technology Fee	2020 TOTAL FEE	Additional Fees and Other Information
Single Swim Pool (in operation for < 6 months of the year)	318.00	15.00	333.00	
Single Swim Pool (in operation for ≥ 6 months of the year)	406.00	20.00	426.00	
Single Spa Pool (in operation for < 6 months of the year)	279.00	13.00	292.00	
Single Spa Pool (in operation for ≥ 6 months of the year)	406.00	20.00	426.00	
Single Wading Pool (in operation for < 6 months of the year)	231.00	11.00	242.00	
Single Wading Pool (in operation for ≥ 6 months of the year)	405.00	20.00	425.00	
Spray Pool or Pools (in operation for < 6 months of the year)	115.00	5.00	120.00	
Spray Pool or Pools (in operation for ≥ 6 months of the year)	174.00	8.00	182.00	
Each Additional Swim, Spa, or Wading Pool (in operation for < 6 months of the year)	69.00	3.00	72.00	
Each Additional Swim, Spa, or Wading Pool (in operation for ≥ 6 months of the year)	92.00	4.00	96.00	
Reinspection	93.00	4.00	97.00	Per Hour Plus Associated Lab Costs
Plan Review	93.00	4.00	97.00	Per Hour
Indoor Air (Tobacco)				
Compliance Enforcement	93.00	4.00	97.00	Per Hour

ENVIRONMENTAL HEALTH	2020	Technology Fee	2020 TOTAL FEE	Additional Fees and Other Information
Reinspection	93.00	4.00	97.00	
Rebuttal Application	185.00	9.00	194.00	

Note: 2020 Fees have been adjusted per Ordinance 12-1209-96, Section 4 – Annual Fee Indexing: Fixed amount fees established by this ordinance shall be adjusted annually on the first business day of January (adjusted date) by the amount of the increase in the Consumer Price Index (CPIW). The CPIW is the Consumer Price Index – U.S. City Average for All Urban Wage Earners and Clerical Workers, published by the Bureau of Labor Statistics for the United States Department of Labor.

The annual fee adjustment shall be calculated as follows: Each fee in effect immediately prior to the adjustment date will be increased by the percentage increase in the CPIW as reported for the month of September preceding the adjustment date. Increases will be rounded to the nearest dollar. A fee shall not be reduced by reason of such calculation. However, fee increases in accordance with this calculation shall not exceed five percent per year.

[

I-020 Public health clinic services.

All of the services/fees listed for Jefferson County public health are hereby being set by the Jefferson County board of health as follows:

A cost analysis will be completed annually to set reimbursement rates for community health including family planning services, birth control methods and immunizations.¹

Fees for medications, antibiotics and treatment methods will be based on cost of acquisition unless acquired by an outside vendor at no cost to Jefferson County public health.

All fees for immunizations not subsidized by the Washington State Department of Health will be the cost of the vaccine plus handling, shipping and nursing time.¹

Laboratory services are based on the actual fees of laboratory contractors, price lists are available upon request.

The Clinical Services Financial Guidelines policy is in place, reviewed and updated annually, using the Federal Poverty Guidelines to establish the sliding fee schedule. A copy of the sliding fee schedule will be available upon request.

The sliding fee schedule will not be available or offered for privately purchased vaccines administered for international travel or outside laboratory cost.

Certain service fees may be waived, including but not limited to communicable disease prevention cases, medications, laboratory services or vaccines to prevent outbreaks of communicable disease, where personal insurance denies reimbursement.

Jefferson County public health will automatically implement future modifications to fees for vaccines, medications, and medical supplies when any of the following changes occur:

- (1) The actual cost of the service provided by an outside vendor, the supply, medication, vaccine, and laboratory charges, and like costs plus shipping and handling fees.
- (2) Any new Federal Poverty Guidelines that are published annually.
- (3) The maximum allowable Medicaid reimbursement rate.

Fees for vital records are set by RCW 70.[58A.560](#)~~70.58.107~~. The cost sheet is available by request.

Environmental health fees, established by Section I-010, shall be adjusted annually on the first business day of January (adjustment date) by the amount of the increase of the Consumer Price Index as reported for the month of September preceding the adjustment date, following the annual fee indexing criteria established in Jefferson County Ordinance No. 12-96.

A cost analysis for environmental health will be completed every two years. [Ord. 13-08 § 4; Ord. 11-05 § 4; Ord. 05-04 § 2; Ord. 11-99 § 2]

I-030 Animal services.

	Fee	Additional Fee and/or Other Information
Dog License		
For each fertile dog		
Two-year license	\$48.00	
Lifetime license (optional)	\$266.00	
For each sterilized dog (upon proof of spay or neuter)		
Two-year license	\$20.00	
Lifetime license (optional)	\$112.00	
Cat License (Optional)		
For each fertile cat		
Two-year license	\$18.00	
Lifetime license	\$197.00	

	Fee	Additional Fee and/or Other Information
For each sterilized cat (upon proof of spay or neuter)		
Two-year license	\$7.00	
Lifetime license	\$38.00	
Replacement of Lost Tag	\$5.00	
Surrender Fee (Charged to Owner)		
Cats	\$25.00	
Dogs	\$40.00	
Impound		
Unlicensed dog on impound	\$50.00	
Cats	\$25.00	Waived for first impound if already licensed
Dogs	\$25.00	Waived for first impound if already licensed
Puppies	\$25.00	
Redemption – Fertile Dogs and Cats		
Redemption from First Impound	\$60.00	May be waived or refunded: see code
Redemption from Second Impound	\$90.00	
Redemption from Third Impound et seq.	\$120.00	
Redemption – Sterile Dogs and Cats		
Redemption from First Impound	\$30.00	May be waived or refunded: see code
Redemption from Second Impound	\$45.00	
Redemption from Third Impound et seq.	\$60.00	
Board – Dogs and Cats	\$20.00	Per day. Fee may be reduced or waived based on ability to pay or extenuating circumstances
Livestock		
Impound Fee	\$54.00	Per day
Board	\$25.00	Per day
Transportation	\$54.00	The greater of \$54.00 or actual cost
Remote Pickup by Animal Control	\$25.00	

	Fee	Additional Fee and/or Other Information
Kennel License Fee	\$96.00	Commercial – if paid after February 28th, add \$10.00
Dangerous Dog Registration Fee	\$319.00	
Notice of Infraction		
First Offense	\$114.00	
Second Offense	\$209.00	
Third Offense	\$309.00	

I-040 Clean water district fee.

Beginning with the year 2015, there is hereby established for the clean water district a fee of \$20.00 per year per tax parcel, except for parcels or lands described in JCC [8.65.100](#).

The clean water district fee shall be adjusted annually accordingly on the first business day of January (adjusted date) by the amount of the increase in the Consumer Price Index (CPIW). The CPIW is the Consumer Price Index – U.S. City Average for All Urban Wage Earners and Clerical Workers, published by the Bureau of Labor Statistics of the United States Department of Labor.

This fee adjustment shall be calculated as follows: It shall be increased by the percentage increase in the CPIW as reported for the month of September preceding the adjustment date. A fee shall not be reduced by reason of such calculation. However, fee increases in accordance with this calculation shall not exceed five percent per year.

II. Department of Community Development Building and Planning Division

- a) Applies to new construction only.
- b) The fee is determined by a schedule established in the International Residential Code, and is based on the value of the structure.
- c) Auditor's office fee.
- d) The fee for residential square footage valuation is based on building valuation data established by International Code Council, Building Safety Journal. Building valuation data is published in February and August of each year.
- e) Building official will verify valuation per IBC Section 109.3, Building Permit Valuations.

- f) Base fee is the minimum amount charged per application. Additional time may be charged on an hourly basis. Applies to all department of community development permit applications and services.
- g) Hourly rate is increased by CPI each year. Applies to all department of community development permit applications and services.

II-010 Building.

BUILDING	2018 Fee	2019 Fee	Hours	Additional Fee and/or Other Information
Main Floor	b 65% a, d, e	b 65% a, d, e		Base Fee Plan Check Fee Valuation
Additional Floors, Finished Basement	b 65% a, d, e	b 65% a, d, e		Base Fee Plan Check Fee Valuation
Unfinished Basement	b 65% a, d, e	b 65% a, d, e		Base Fee Plan Check Fee Valuation
Carports, Garages, Pole Buildings, Decks	b 65% a, d, e	b 65% a, d, e		Base Fee Plan Check Fee Valuation
Semi-Heated Space	b 65% a, d, e	b 65% a, d, e		Base Fee Plan Check Fee Valuation
Modular Home Foundations and Foundations for Relocated Structures	b 65% \$34.87/sq. ft. d, e	b 65% \$34.13/sq. ft. d, e		Base Fee Plan Check Fee Valuation
Commercial Structures, Construction or Improvements	b	b		Cost or Fair Market Value, IRC Fee Table

BUILDING	2018 Fee	2019 Fee	Hours	Additional Fee and/or Other Information
	65% e	65% e		Plan Check Fee Valuation
Manufactured Homes/Mobile Homes (One or Two Sections)	\$644.00	\$658.00	7	
Additional Sections for Manufactured Home/Mobile Home	\$46.00	\$47.00	0.5	Increase by CPI
New – Propane Tanks, Lines, and Associated Appliances (in Existing Structures)	\$276.00	\$282.00	3	
New or Existing Wood Stove, Inserts, Pellet Stoves, Hot Water Heater, Heat Pump, Propane Tank Swap-Out (in Existing Structures)	\$184.00	\$188.00	2	
Inspection; Reinspection	\$92.00	\$94.00	1	
Change of Use or Occupancy	\$552.00	\$564.00	6	
Title Elimination	\$92.00	\$94.00	1	Base
Renewal	\$276.00	\$282.00	3	6-Month Renewal Only by Request
Demo Permit	\$92.00	\$94.00	1	Base
Fire Code Official Services	\$92.00	\$94.00		*Per Hour or Based on Contract Provider Fee
Water System Review	\$276.00	\$282.00	3	3-Hour Minimum Charge

II-020 Right-of-way, utility and address applications.

RIGHT-OF-WAY, UTILITY AND ADDRESS APPLICATIONS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
Application for 911 Number/Address	\$276.00	\$282.00	3	
911/Address Replacement Plate	\$20.00	\$20.00		Based on Cost of Plate and Numbers
Road Vacation Request	\$276.00	\$282.00	3	

RIGHT-OF-WAY, UTILITY AND ADDRESS APPLICATIONS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
Road Naming	\$368.00	\$376.00	4	
Additional New Address Requests during Road-Naming Process		\$115.00	1	
Road Name Change	\$644.00	\$658.00	7	

II-030 Land use approval applications (Unified Development Code).

LAND USE APPROVAL APPLICATIONS (Unified Development Code)	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
All Fees Are Based on Hourly Minimum (Base). Additional after Minimum Base Hourly Fees May Be Charged If the Level of Effort Exceeds the Base Fee Charge.				
Preapplication Conference	\$460.00	\$470.00	5	Not Applied to Permit
Preapplication Site Visit	\$184.00	\$188.00	2	
DCD Staff Consult Meetings	\$100.00	\$100.00	1	*Base, Applied to Permit if Submitted Within One Year. \$100.00 per Hour, Inclusive of 5% Tech Fee, and Prorated Scanning Fee. Base of \$94.00 per Hour.
Administrative Appeal of Land Use Decisions Hearing Examiner Plus Actual Costs As Incurred for Expenses, Facilities, Etc.	\$1,012.00	\$1,034.00	11	Base
	\$149.00	\$149.00		Public Hearing Notice
	\$10.00	\$12.00		Notice Board
		\$1,250.00		Hearing Examiner Fee
Revisions to Land Use Applications Requiring a Second Public Hearing Notice	\$276.00	\$282.00	3	Base
	\$149.00	\$149.00		Public Hearing Notice
Site Visit	\$184.00	\$188.00	2	Base
Code Interpretation	\$644.00	\$658.00	7	Base
Notice Board	\$10.00	\$12.00		Each

LAND USE APPROVAL APPLICATIONS (Unified Development Code)	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
Hourly Rate	\$92.00	\$94.00	1	Per Hour
EIS Preparation or Review, Including Third-Party Review	\$276.00	\$282.00	3	Base and Actual Costs Incurred (Including Consultant Work)
Third-Party Review of Special Reports	\$276.00	\$282.00	3	Base and Actual Costs Incurred (Including Consultant Work)
Waiver from Special Report		\$188.00	2	Base
Resubmittal of Consistency Review	\$184.00	\$282.00	3	Base
Miscellaneous Hourly Fee		\$94.00	1	Base Hourly Fee for Miscellaneous Customer Requests, Research, Permits or Other Customer Work Not Expressly Listed, and Similar Customer Functions
Commercial Shooting Facility Ordinance Application – Operating Permit		\$2,162.00	23	Base
Hearing Examiner Fee		\$1,250.00		Base

II-040 Type I permits.

TYPE I PERMITS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
Preapplication for More Than 10,000 Sq. Ft. of Impervious Surface or More Than 5,000 Sq. Ft. of Non-Single-Family Development or for a CASP	\$460.00	\$470.00	5	
Allowed “Yes” Use Consistency	\$276.00	\$282.00	3	Base
Road/Lot Segregation, Lot Certification	\$368.00	\$376.00	4	Base
Road Setback Administrative Variance	\$368.00	\$376.00	4	Base
Tree/Vegetation Removal	\$276.00	\$282.00	3	Base
Stormwater Management Permit Stand-Alone Only or in Conjunction with Class IV General Forest Practices	\$460.00	\$470.00	5	Base

TYPE I PERMITS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
Boundary Line Adjustment	\$828.00	\$846.00	9	Base
Boundary Line Agreement	\$368.00	\$376.00	4	Base
Shoreline Master Program Permit Exemption (Stand-Alone or with Single-Family Residence)	\$644.00	\$658.00	7	Base
Shoreline Master Program Permit Revision	\$184.00	\$188.00	2	Base
Last Will and Testamentary Division	\$644.00	\$658.00	7	Base
Home Business	\$276.00	\$282.00	3	Base
Transient Rental, Vacation Rental, and Bed and Breakfast	\$276.00	\$282.00	3	Base
Temporary Use	\$276.00	\$282.00	3	Base
Sign Permit	\$276.00	\$282.00	3	Base
Minor PRRD Amendment (Planned Rural Residential Development)	\$276.00	\$282.00	3	Base
CASP (Critical Areas Stewardship Plan)	\$644.00	\$658.00	7	Base
	\$460.00	\$470.00	5	Preapplication
Additional Fee for State Environmental Policy Act (SEPA) Review	\$920.00	\$940.00	10	Base
(Including SEPA Base Fee, Notice of Application, and Notice Board)	\$149.00	\$149.00		Notice of Application
	\$10.00	\$12.00		Notice Board

II-050 Type II permits.

TYPE II PERMITS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
Discretionary "D" or Unnamed Use Classification	\$460.00	\$470.00	5	Base
	\$149.00	\$149.00		Notice of Application
	\$10.00	\$12.00		Notice Board
	\$460.00	\$470.00	5	Preapplication

TYPE II PERMITS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
Short Plat	\$2,484.00 \$149.00 \$10.00 \$460.00	\$2,538.00 \$149.00 \$12.00 \$470.00	27 5	Base Notice of Application Notice Board Preapplication
Plat Alteration (Unless Hearing Is Required, Then Type III Permit Along with Hearing Examiner Fee, Plus Hourly)	\$828.00 \$149.00 \$10.00 \$460.00	\$846.00 \$149.00 \$12.00 \$470.00	9 5	Base Notice of Application Notice Board Preapplication
Conditional (Administrative) “C(a)” Use	\$1,472.00 \$149.00 \$10.00 \$460.00	\$1,504.00 \$149.00 \$12.00 \$470.00	16 5	Base Notice of Application Notice Board Preapplication
Conditional (Discretionary) “C(d)” Use *If Goes to Hearing Examiner, Then Hearing Examiner Base Fee Applies, Plus Hourly	\$1,472.00 \$149.00 \$10.00 \$460.00	\$1,504.00 \$149.00 \$12.00 \$470.00	16 5	Base Notice of Application Notice Board Preapplication
Cottage Industry	\$1,012.00 \$149.00 \$10.00 \$460.00	\$1,034.00 \$149.00 \$12.00 \$470.00	11 5	Base Notice of Application Notice Board Preapplication
Temporary Use	\$276.00 \$149.00 \$10.00 \$460.00	\$282.00 \$149.00 \$12.00 \$470.00	3 5	Base Notice of Application Notice Board Preapplication
Variance, Minor	\$1,012.00	\$1,034.00	11	Base

TYPE II PERMITS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
	\$149.00	\$149.00		Notice of Application
	\$10.00	\$12.00		Notice Board
	\$460.00	\$470.00	5	Preapplication
Shoreline Substantial Development (Primary Use)	\$1,472.00	\$1,504.00	16	Base
	\$149.00	\$149.00		Notice of Application
	\$10.00	\$12.00		Notice Board
	\$460.00	\$470.00	5	Preapplication
Release of Six-Year Moratorium under Forest Practices Act (Partial)	\$644.00	\$658.00	7	Base
	\$149.00	\$149.00		Notice of Application
	\$10.00	\$12.00		Notice Board
	\$460.00	\$470.00	5	Preapplication
Conversion Option Harvest Plans	\$644.00	\$658.00	7	Base
	\$149.00	\$149.00		Notice of Application
	\$10.00	\$12.00		Notice Board
	\$460.00	\$470.00	5	Preapplication
Additional Fee for State Environmental Policy Act (SEPA) Review	\$920.00	\$940.00	10	Base

II-060 Type III permits.

TYPE III PERMITS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
Binding Site Plans	\$7,912.00	\$8,084.00	86	Base
	\$149.00	\$149.00		Notice of Application
	\$149.00	\$149.00		Notice of Public Hearing
	\$10.00	\$12.00		Notice Board
	\$460.00	\$470.00	5	Preapplication

TYPE III PERMITS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
		\$1,250.00		Hearing Examiner Fee
Conditional “C” Use	\$2,116.00 \$149.00 \$149.00 \$10.00 \$460.00	\$2,162.00 \$149.00 \$149.00 \$12.00 \$470.00 \$1,250.00	23 5	Base Notice of Application Notice of Public Hearing Notice Board Preapplication Hearing Examiner Fee
Long Plat, Preliminary (Including Planned Rural Residential Development)	\$7,912.00 \$149.00 \$149.00 \$10.00 \$460.00	\$8,084.00 \$149.00 \$149.00 \$12.00 \$470.00 \$1,250.00	86 5	Base Notice of Application Notice of Public Hearing Notice Board Preapplication Hearing Examiner Fee
Plat Alteration (If Hearing Is Required)	\$1,932.00 \$149.00 \$149.00 \$10.00 \$460.00	\$1,974.00 \$149.00 \$149.00 \$12.00 \$470.00 \$1,250.00	21 5	Base Notice of Application Notice of Public Hearing Notice Board Preapplication Hearing Examiner Fee
Variance, Major	\$1,932.00 \$149.00 \$149.00 \$10.00 \$460.00	\$1,974.00 \$149.00 \$149.00 \$12.00 \$470.00 \$1,250.00	21 5	Base Notice of Application Notice of Public Hearing Notice Board Preapplication Hearing Examiner Fee
Reasonable Economic Use Variance	\$1,932.00 \$149.00	\$1,974.00 \$149.00	21	Base Notice of Application

TYPE III PERMITS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
	\$149.00	\$149.00		Notice of Public Hearing
	\$10.00	\$12.00		Notice Board
	\$460.00	\$470.00	5	Preapplication
		\$1,250.00		Hearing Examiner Fee
Shoreline Substantial Development (Secondary Use)	\$2,300.00	\$2,350.00	25	Base
	\$149.00	\$149.00		Notice of Application
	\$149.00	\$149.00		Notice of Public Hearing
	\$10.00	\$12.00		Notice Board
	\$460.00	\$470.00	5	Preapplication
		\$1,250.00		Hearing Examiner Fee
Shoreline Conditional Use	\$2,300.00	\$2,350.00	25	Base
	\$149.00	\$149.00		Notice of Application
	\$149.00	\$149.00		Notice of Public Hearing
	\$10.00	\$12.00		Notice Board
	\$460.00	\$470.00	5	Preapplication
		\$1,250.00		Hearing Examiner Fee
Shoreline Variance	\$1,932.00	\$1,974.00	21	Base
	\$149.00	\$149.00		Notice of Application
	\$149.00	\$149.00		Notice of Public Hearing
	\$10.00	\$12.00		Notice Board
	\$460.00	\$470.00	5	Preapplication
		\$1,250.00		Hearing Examiner Fee
Release of Six-Year Moratorium under Forest Practices Act (Full)	\$1,932.00	\$1,974.00	21	Base
	\$149.00	\$149.00		Notice of Application
	\$149.00	\$149.00		Notice of Public Hearing
	\$10.00	\$12.00		Notice Board
	\$460.00	\$470.00	5	Preapplication

TYPE III PERMITS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
		\$1,250.00		Hearing Examiner Fee
Additional Fee for State Environmental Policy Act (SEPA) Review	\$920.00	\$940.00	10	Base
Hearing Examiner Fee	\$0.00	\$1,250.00		Base Fee for Hearing Examiner

II-070 Type IV permits.

TYPE IV PERMITS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
FINAL PLAT APPROVAL Short Plat, Long Plat, Binding Site Plans, Plan Alterations; Final (Including Planned Rural Residential Development Application)	\$276.00	\$282.00	3	Base
	\$460.00	\$470.00	5	Preapplication

II-080 Type V permits.

TYPE V PERMITS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
Special Use (Essential Public Facilities)	\$2,024.00	\$2,068.00	22	Base
	\$149.00	\$149.00		Notice of Application
	\$149.00	\$149.00		Notice of Public Hearing
	\$10.00	\$12.00		Notice Board
	\$460.00	\$470.00	5	Preapplication
Request for Jefferson County Comprehensive Plan/UDC Text Amendment (Suggested)	\$644.00	\$658.00	7	Base (If Docketed, Then Hourly Charge)
		\$149.00		Notice of Application
		\$149.00		Notice of Public Hearing
		\$12.00		Notice Board

TYPE V PERMITS	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
	\$460.00	\$470.00	5	Preapplication
J.C. Comprehensive Plan/UDC Amendment (Site Specific) – Includes Noticing and SEPA	\$4,416.00	\$4,512.00 \$149.00 \$149.00 \$12.00	48	Base Notice of Application Notice of Public Hearing Notice Board
	\$460.00	\$470.00	5	Preapplication

II-090 Current use tax assessment application.

CURRENT USE TAX ASSESSMENT APPLICATION	2018 Fee	2019 Fee	Hours	Additional Hourly Charge after Minimum Base
Open Space/Open Space Current Tax Assessment	\$2,116.00 \$149.00	\$2,162.00 \$149.00	23	Base Notice of Application and Public Hearing Notice
Transfer Forest Land (Chapter 84.33 RCW) to Timber Land (Chapter 84.34 RCW) Application	Assessor Fee			Processed by Assessor's Office

II-100 Other.

OTHER	2018 Fee	2019 Fee	2020 Fee	Hours	
Copy or Duplicating Fee – 8-1/2" x 11" or 8-1/2" x 14"	\$0.15	\$0.15			Per Page
11" x 17"	\$0.30	\$0.30			Per Page
Land Use Maps	\$20.00	\$20.00			Each
Publications	At Cost	At Cost			

OTHER	2018 Fee	2019 Fee	2020 Fee	Hours	
Scanning	\$19.00	\$24.00			Base, or Actual at Hourly Rate if Over 1/4 Hour. Increase by CPI.
Refunds					See Refund Policy
Technology Fee		5%			On Total Permit Costs
Processing of Commercial Shooting Facility Operation Permit Application			\$450.00		Plus Actual Costs Incurred (Including Consultant Work)
Processing of Commercial Shooting Facility Land Use Permit Application			\$450.00		Plus Actual Costs Incurred (Including Consultant Work)

III. Public Works Department – Solid Waste Division

III-010 Purpose – Scope.

The purpose of this section is to establish a fee schedule for the solid waste division of the Jefferson County department of public works. This schedule shall apply to all fees required by the solid waste division. [Ord. 6-13 § 1 (Exh. A)]

III-011 Effective date.

The fees listed in Sections III-020 through III-050 shall go into effect on the first business day in January 2014 (or 60 days after the enacting ordinance is adopted and published, if later). Fees will be adjusted annually through 2019 as provided for in Section III-012 of this schedule. [Ord. 6-13 § 1 (Exh. A)]

III-012 Fee indexing.

The base (pre-tax) solid waste disposal fees established by this Appendix Part III for Public Works Solid Waste Division with the exception of the minimum charge (Section III-020(4)), environmental fee (Section III-020(3)) and yard debris fee (Section III-020(6)) shall be adjusted on the first business day of 2015 and annually thereafter for a period of five years, by a percentage increase of two and one-half percent. The Washington State solid waste collection tax of 3.6 percent shall be added to the adjusted base fees where applicable.

The percentage increase of two and one-half percent is calculated to maintain minimum specified reserved balances in the solid waste funds, measured by the following benchmarks:

(1) A reserved capital fund balance at year end, projected in September of that year, of 12 percent of then current capital replacement value in equipment and buildings, excluding any GO bond funds, and

(2) A reserved operations fund balance at year end, projected in September of that year, of 15 percent of the annual total solid waste expenditures, and

(3) An increase in the annual waste tons received of no less than one percent per year with 2013 as a base year.

An increase over the annual percentage rate fee increase of two and one-half percent that is necessary for the fund reserved balances to meet the stated benchmarks shall be subject to review, approval and adoption by resolution of the board of county commissioners.

Copies of the fee schedule shall be available to the public at the public works office and will be mailed to any customer upon request. The adjusted fee schedule will show the prior year fees, the annual percentage increase, and the new fees. [Ord. 6-13 § 1 (Exh. A)]

III-020 Solid waste disposal – Transfer station commercial and noncommercial rates.

The solid waste collection tax, where applicable, will be added to the base fees as shown below:

	2014 Base (pre-tax) fee	2014 Fee with tax
(1) Solid waste disposal rate	\$139.00/ton	\$144.00/ton
(2) Asbestos disposal rate	Not accepted	Not accepted
(3) Refrigerators	\$139.00/ton + \$20.00 environmental fee	\$144.00/ton + \$20.00 environmental fee
(4) Minimum charge (flat fee)	\$9.65	\$10.00
(5) Nondisposal weight charge	\$5.00	Not taxed
(6) Yard debris		
Loads 200 pounds or less	\$5.00	Not taxed
Loads more than 200 pounds	\$48.00/ton	Not taxed

Yard debris shall only include grass clippings, leaves, tree branches not over eight to 10 inches in diameter and less than eight feet long, and other plant material, but excluding stumps, kitchen scraps, food waste, dimensional lumber, rocks, gravel, dirt, lawn furniture, tools, or other non-vegetative material. Acceptable yard debris shall be dropped off at a point designated by the city of Port Townsend staff.

In the event the weight scales are inoperative, the rates for the solid waste disposal drop box site listed in Section III-030 shall apply to loose waste and other items; commercial compacted waste shall be charged based on average load weights for each route, determined for the immediately preceding calendar month, and by mutual agreement with the commercial haulers. [Ord. 6-13 § 1 (Exh. A)]

III-030 Solid waste disposal drop box site (Quilcene).

The solid waste collection tax, where applicable, will be added to the base fees shown below:

	2014 Base (pre-tax) fee	2014 Fee with tax
(1) One 32-gallon container	\$5.79	\$6.00
(2) Loose garbage:		
(a) Load up to one cubic yard	\$30.89	\$32.00
(b) Each additional 1/2 cubic yard	\$15.44	\$16.00
(3) One 55-gallon container	\$10.62	\$11.00
(4) Automobile tires	\$5.79	\$6.00
(5) Truck tires	\$6.75	\$7.00
(6) Off-road tires (loaders, skidders)	\$15.44	\$16.00
(7) Large items (do not fit in compactor)	\$15.44	\$16.00
(8) White goods	\$15.44	\$16.00
(9) Refrigerators	\$28.96	\$30.00

III-040 Hours of operation.

The solid waste disposal transfer station, drop box site, moderate risk waste facility and recycle center hours of operation shall be set by the director of public works with approval by the board of county commissioners. [Ord. 6-13 § 1 (Exh. A)]

III-050 Moderate risk waste disposal facility.

Tax, where applicable, will be added to the base fees shown below:

(1) This base fee schedule shall apply to the processing and disposal of moderate risk waste materials brought to the facility by businesses classified as small quantity generators [under Chapter 173-303 WAC](#).

(2) The base fees include all labor and materials, facility overhead, and shipping and final disposal costs. The base fee shall be adjusted annually and posted electronically.

(3) A minimum charge, at the rate shown, will be made when the calculated total fee per customer visit is less than that minimum amount.

(4) Charges for CESQG waste material types not listed will be charged at a rate determined from the sum of the waste disposal fee (shipping and disposal charge) obtained from the county's disposal contractor plus a processing charge at the hourly rate shown in the table below.

(5) No fee shall be charged for household hazardous waste obtained from the general public.

Base Fees for Conditionally Exempt Small Quantity Generators		
Waste Type and Packing	Cost per unit	Unit
Bulked Waste		
Solvents	\$1.37	lb
Oil base paint and paint-related	\$1.41	lb
Flammable liquids – Other	\$1.41	lb
Flammable liquids – Aerosol paint cans	\$0.76	each
Contaminated oil (halogens, solvents)	\$1.83	lb
Contaminated bilge water and nonregulated water	\$1.47	lb
Fuels – Gas	\$1.38	lb
Fuels – Diesel	\$1.31	lb
Antifreeze	\$1.27	lb
Loosepacked Waste		
Oil base paint and paint related	\$1.93	lb
Flammable liquids – Other	\$1.93	lb
Adhesives, resins, tars	\$1.93	lb
Flammable solid (emergency services)	\$3.36	lb
Oil/gas/diesel soaked rags	\$3.36	lb
Other flammable solid	\$8.14	lb
Non-regulated liquid/solid	\$1.73	lb
Aerosol poisons, corrosives, cleaners	\$1.90	each
Aerosol paints (over/under size cans)	\$1.90	each
Nonflammable gas	\$8.45	lb
PCB ballast < 9 lb	\$1.62	lb
PCB ballast > 9 lb	\$2.86	lb

Base Fees for Conditionally Exempt Small Quantity Generators		
Waste Type and Packing	Cost per unit	Unit
Batteries – Drycell (Ni-MH, Ni-cad rechargeable)	\$1.75	lb
Batteries – Wet lead/acid	\$0.91	lb
Fluorescent light – Tubes (2 to 8 feet)	\$0.26	foot
Fluorescent light – Compacts and small tubes	\$0.93	each
Cellular phones/chargers	\$1.75	lb
Labpacked Waste		
Corrosive acid	\$2.25	lb
Corrosive alkaline	\$2.25	lb
Organic peroxide	\$15.39	lb
Oxidizing liquid/solid	\$2.56	lb
Flammable toxics	\$2.64	lb
Toxic liquid/solid (pesticide, herbicide, poison)	\$2.64	lb
Spontaneous combustible	\$14.59	lb
Dangerous when wet	\$14.97	lb
Mercury and mercury containing devices	\$9.02	lb
Minimum charge per transaction	\$22.00	each
All nonlisted waste – Processing fee – Plus contractor’s shipping and disposal cost	\$44.00	hour
	+Quoted unit price	

IV. Public Works Department

IV-010 Right-of-way use applications.

	Application Fee (1)	Application Fee Base Hours	Hourly Fee
(1) Road approach permit	\$236.00	4 hours	\$59.00
(2) Right-of-way general permit/license	\$236.00	4 hours	\$59.00
(3) Open public right-of-way permit (2)	\$826.00	14 hours	\$59.00

IV-020 Utility applications.

	Application Fee (1)	Application Fee Base Hours	Hourly Fee
(1) Utility permit – Annual	\$353.00		
(2) Utility permit – Type A (3)	\$47.00		\$59.00
(3) Utility permit – Type B	\$236.00	4 hours	\$59.00
(4) Franchise/franchise renewal	\$1,185.00	15 hours	\$79.00

IV-030 Miscellaneous applications.

	Application Fee (1)	Application Fee Base Hours	Hourly Fee
(1) Oversize vehicle annual permit	\$63.00		
(2) Oversize vehicle special permit	\$101.00		
(3) Road improvement district (RID) petition (4)	\$2,844.00	36 hours	\$79.00
(4) County road/lot segregation right-of-way research	\$46.00		
(5) Road name sign fabrication and installation, single	\$182.00		
(6) Road name sign fabrication and installation, double	\$231.00		
(7) Road name sign fabrication	\$81.00		
(8) Public road right-of-way setback variance	\$176.00		
(9) Public road right-of-way vacation (5)	\$932.00	17 hours	\$79.00
(10) Temporary outdoor use/festival permit	Hourly fee		\$59.00

IV-040 Development review applications. (6)

	Application Fee (1)	Application Fee Base Hours	Hourly Fee
(1) Binding site plan approval	\$632.00	8 hours	\$79.00
(2) Building permit – Commercial or industrial	\$632.00	8 hours	\$79.00
(3) Comprehensive plan amendment – Site-specific (7)	\$316.00	4 hours	\$79.00
(4) Conditional use permit – Unified development code	Hourly fee		\$79.00

	Application Fee (1)	Application Fee Base Hours	Hourly Fee
(5) Preapplication conference (8)	\$119.00		
(6) Shoreline substantial development permit or exemption	Hourly fee		\$79.00
(7) Site plan approval advance determination (9)	\$316.00		
(8) Special use permit/essential public facility	\$790.00	10 hours	\$79.00
(9) Stormwater management permit	\$632.00	8 hours	\$79.00
(10) Short subdivision	\$316.00	4 hours	\$79.00
(11) Long subdivision (5 – 8 lots)	\$790.00	10 hours	\$79.00
(12) Long subdivision (more than 8 lots)	\$1,580.00	20 hours	\$79.00
(13) Plat alteration	\$158.00	2 hours	\$79.00
(14) Technology fee – For development review applications processed by community development	5%		

Public Works Department Fee Schedule Notes

(1) Application fees are intended to reimburse the department for its typical expenses related to processing an application. If an application is withdrawn, the unexpended remainder will be refunded. If the department's expenses exceed the application fee, an hourly fee will be charged. As an alternative to the hourly fees listed above, the department may assign appropriate staff persons at the following hourly rates:

Engineering technician I	\$40.00
Engineering technician II	\$46.00
Engineering technician III	\$59.00
Engineer I	\$55.00
Engineer II	\$55.00
Engineer III	\$80.00
Right-of-way representative	\$79.00
Development review coordinator	\$79.00

- (2) The application fee is intended to reimburse the department for its typical expenses from application review through approval of the permit by the board of county commissioners. An hourly fee will be charged for activities after the permit is approved, including plan review, construction inspection, and final review.
- (3) If the department determines that the right-of-way has not been adequately restored, an hourly fee will be charged to inspect follow-up restoration work.
- (4) The RID petition review fee is intended to reimburse the department for petition review and preliminary project management and engineering expenses for a simple RID through establishment by the board of county commissioners. As per RCW [36.55.074](#), Jefferson County will contract with the RID petitioners to reimburse the department for expenses that exceed the RID petition review fee. RID petitioners shall also submit a special benefit appraisal prepared by a Washington State licensed appraiser. If the RID is established, the petitioners will be reimbursed for these preformation expenses from RID assessments.
- (5) The application fee is intended to reimburse the department for its typical expenses from vacation petition review through approval by the board of county commissioners and filing the vacation resolution with the county auditor. Before the department files the vacation resolution, the petitioner shall reimburse the department for staff time expenses that exceed the application fee and for publishing the hearing notice, copying, postage, and the auditor's filing fee.
- (6) Fees apply to all development review activities by the department, including application and plan review, construction inspections, and final review.
- (7) For commercial, industrial, and multifamily residential redesignations, major industrial developments, and master planned resorts.
- (8) To attend department of community development preapplication conference for binding site plans, commercial and industrial building permits, conditional use permits, special use permits/essential public facilities, subdivisions, and comprehensive plan site-specific amendments for commercial and industrial redesignations, major industrial redevelopments, and master planned resorts.
- (9) For commercial and industrial developments.

~~V. Public Works Department—Facilities, Parks and Recreation Division~~

~~V-010 Facility use.~~

The fee schedule is as follows (all values in dollars):

~~(1) Campground Fees.~~

Campground Fees Per Night

	2014	2015	2016	2017	2018
Campground	-	-	-	-	-
Lake Leland	18	18	18	18	18
Upper Oak Bay with Electric	25	25	25	25	25
Upper Oak Bay	20	20	20	20	20
Lower Oak Bay	20	20	20	20	20
Chimacum	15	15	15	15	15
Quileene	12	12	12	15	15
Additional Vehicle Fee	10	10	10	12	12
Bicycle Only, Any Nonutility Site	10	10	10	12	12

(2) Recreation Center:

Port Townsend Recreation Center

	2014	2015	2016	2017	2018
Rec Center Room	-	-	-	-	-
Head Start Room/Hour	8	8	8	9	9
	2014	2015	2016	2017	2018
Gym/Hour	18	18	18	20	20
Rec Room/Hour	18	18	18	20	20
Add Kitchen/Hour	8	8	8	9	9
Public Event Entire Facility/Four Hours	260	260	260	275	275

(3) Shelter Fees:

Shelter Fees for Four Hours

	2014	2015	2016	2017	2018
Rotary Pavilion	-	-	-	-	-
Events Over 100 People (Both Sides)	175	175	175	185	185
Events 50—100 People (Both Sides)	125	125	125	135	135
Events 25—50 People (Both Sides)	75	75	75	85	85
Events 25 People or Less	50	50	50	55	55
Salmon and Other Park Shelters	-	-	-	-	-
Events Over 100 People (Salmon Shelter Only)	75	75	75	85	85
Events 50—100 People (Salmon Shelter Only)	50	50	50	55	55
Events 25—50 People (Salmon Shelter and Indian Island)	35	35	35	40	40
Events 25 People or Less	25	25	25	30	30

(4) Field Fees:

Athletic Field Fees

	2014	2015	2016	2017	2018
Memorial Athletic Field	-	-	-	-	-
Varsity Football/Game	750	750	750	800	800
Other School Sports/Game	200	200	200	225	225
Club Sports Games/Day (No Services)	250	250	250	275	275
Pick-Up Sports/Day	30	30	30	35	35
Educational Activity/Year	750	750	750	800	800
Softball Field/Day	50	50	50	55	55
Non-Sports Event, Entrance Fee	400	400	400	450	450
Non-Sports Event, No Entrance Fee	350	350	350	400	400
WBF Public Parking, Friday/Sunday	10	10	10	15	15
WBF Public Parking, Saturday	20	20	20	25	25

WBF Park + Over 30 Feet for Friday and Sunday	10	10	10	15	15
WBF Park + Over 30 Feet for Saturday	20	20	20	25	25
H.S. Sports Training Camp/Day	350	350	350	400	400
Kids Summer Camp/Day	100	100	100	125	125
-	2014	2015	2016	2017	2018
Carnival/Day	500	500	500	550	550
Concession Stand/Event	25	25	25	30	30
Add Field Lights/Event	50	50	50	55	55
HJ Carroll Athletic Field	-	-	-	-	-
School Sports Games, 1 Field/Game	200	200	200	225	225
Club Sports Games, All Fields/Day (No Services)	250	250	250	275	275
Softball Field Games/Day	50	50	50	55	55
H.S. Sports Training Camp/Day	250	250	250	275	275
Kids' Summer Camp/Day	100	100	100	115	115
Concession Stand/Day	25	25	25	30	30

(5) Recreation Programs. Certain Jefferson County parks and recreation programs fees vary from year to year and are based on the costs of program delivery. These costs may include but are not limited to: instructors, equipment, coaches, uniforms, facility reservation, officiating, number of participants and administration costs. The parks and recreation manager has the authority to set recreation program fees. A percentage of the revenue may be used for scholarships. In addition, the recreation program will seek to raise scholarship funds through grants, fundraising activities, and donations.

(6) Rules. The county reserves the right to add to the following rules and regulations by publishing on-site local area policies and procedures that are specific to certain programs, facilities, and changing environmental conditions.

(a) Jefferson County parks and recreation reserves the right to cancel any recreation program at any time based on staff, registration, facility, or equipment issues. When Jefferson County parks and recreation cancels a program, a 100 percent refund will be provided.

(b) The assistant recreation manager has the authority and discretion to issue refunds based on issues such as emergencies, special circumstances, health, or school. When such a refund is granted, the refund amount and the reason will be documented in writing.

(c) Groups or individuals that cause damage to facilities due to abuse and neglect or do not follow rules will be denied subsequent use of the facility. When the risk of damage is high, or there is a record of past damage, a damage deposit may be required in advance of the event. The deposit may be used to pay for repairs to damages caused by the event. Unused deposits will be returned promptly.

(d) Groups or individuals that cause damage to facilities above and beyond normal wear and tear are liable for the full cost of replacement or repair of those facilities. The replacement or repair will be conducted by Jefferson County parks and recreation and the responsible party will be invoiced.

(e) Payment is due in full at time of facility reservation. Athletic field reservations may pay a 20 percent deposit at time of reservation with the remaining 80 percent due before the first event.

(f) Facility reservations will be accepted up to one year prior to the event date. Reservations are made on a first come, first served basis. Reservations for scholastic athletic events must be made at least 30 calendar days prior to the event date.

(g) A 100 percent refund will be made for facility use reservations cancellations made 30 days or more before the date of reservation. A 50 percent refund will be made for cancellations made between 29 and 15 days before the reservation. No refund will be given for cancellations made 14 days or less from the first day of the facility reservation.

(h) The parks and recreation manager has the authority to issue a refund at any time for a facility reservation when it is based on a legitimate issue regarding the facility.

V-020 Recreation department programs.

Fees for recreation department programs shall be established each year before the beginning of the specific sport or program season with the aid of the facilities, parks and recreation director, and subject to review by the board of county commissioners.

The amount of the fee will be determined with consideration given to the following: the cost of the staff necessary to run the program, the cost of maintenance required due specifically to that program, and the cost of supplies, equipment and other associated expenses for the program.

VI. Survey Recording

VI-010 Purpose.

The purpose of this section is to establish fees for recording a public record as prescribed by the Survey Recording Act and recommended by the Washington State Association of County Auditors.

VI-020 Record of survey.

(1) The record of land surveys shall be 18 inches by 24 inches and filed according to the following fee schedule:

- (a) Basic fee, first page: \$25.00;
- (b) Each additional page: \$5.00;
- (c) Each additional owner's name: \$1.00.

(2) Copies. Copies of the record of survey shall be provided on request according to the following fee schedule:

- (a) Basic fee, first page: \$5.00;
- (b) Each additional page: \$3.00.

VI-030 Record of monument.

(1) The record of monument shall be filed without charge on the standard form prescribed by the Department of Natural Resources.

(2) Copies. Copies of the record of monument shall be provided on request according to the following fee schedule:

- (a) Basic fee: \$2.00.

VII. Safety

VII-010 Alarm systems.

Alarm System Registration Fees

Initial Registration	\$20.00
Renewal Fee (Every 24 Months)	\$20.00

VIII. Public Records

VIII-010 Public records request cost schedule.

Public Records Request Cost Schedule¹

Actual cost	Customized electronic access service charge (in addition to fees for copies – see copying fees below).
Copies:	
15 cents/page	Photocopies, printed copies of electronic records (on paper sizes no larger than 8.5" x 14") when requested by the requestor, or for the use of agency equipment to make photocopies.
10 cents/page	Scanned records or use of agency equipment for scanning.
5 cents/each 4 electronic files or attachments	Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery. For the avoidance of doubt, the term “electronic file,” as used in RCW 42.56.120(2)(b)(iii) for emails, means each discrete email and each discrete attachment to an email.
10 cents/gigabyte	Records transmitted in electronic format or for use of agency equipment to send records electronically.
Actual cost	Digital storage media or devices.
Actual cost	Any container or envelope used to mail copies.
Actual cost	Postage or delivery charges.
Actual cost	Photocopies, printed copies of electronic records on paper sizes larger than 8.5" x 14".

↑ Copy charges above may be combined to the extent that more than one type of charge applies to copies responsive to a request. Pursuant to RCW [42.56.130](#), the costs listed above do not supersede any fees for copying public records authorized by other statutory provisions, other than Chapter [42.56](#) RCW.

For any individual request, total costs up to and including \$2.00 shall be waived.

1. See RCW [42.56.120](#)(2).

IX. Clerk's Fees

IX-010 Electronic court records management system access fees.

Electronic Court Records Management System Access Fees

Annual registration access fee for ECRMS to view electronic images of superior court records	\$25.00
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IX-020 Fee for filing a request for civil arbitration.

Fee for filing a request for civil arbitration	\$250.00 or such higher amount authorized by RCW 36.18.016 (25), as it may be amended in the future.
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IX-030 Fee for filing a request for trial de novo of a civil arbitration award.

Fee for filing a request for trial de novo of a civil arbitration award	\$400.00 or such higher amount authorized by RCW 36.18.016 (26), as it may be amended in the future.
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X. Code Compliance Fees

X-010 Civil code violation appeals.

Filing fee for filing an appeal with the hearing examiner	\$250.00
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STATE OF WASHINGTON

County of Jefferson

**A Resolution Adopting a Fee Schedule for the
Department of Public Works, Parks and
Recreation Division**

RESOLUTION NO. _____

WHEREAS, Jefferson County is a political subdivision of the state of Washington as provided by [Title 36 RCW](#) and the Washington State Constitution [Article 11](#), and may impose fees to recoup the costs of providing services to the public; and,

WHEREAS, the Board of County Commissioners may impose fees charged by the Department of Public Works, Parks and Recreation Division (“Parks”) to implement the code and statutory duties; and,

WHEREAS, Ordinance No. **XX** and JCC 3.80.020 authorizes Parks to request adoption of its annual fee schedule by resolution; and,

WHEREAS, Parks uses the “Pyramid Methodology of Cost Recovery” as described by GreenPlay LLC in which fees are set to correspond to level of community benefit vs the level of individual benefit that the facility provides; and,

WHEREAS, the fee proposal is comparable to fees charged by similar agencies in our region; and,

WHEREAS, based on its 2023 analysis of the fee schedule and extensive input from park users, Parks recommends changes in fees for the Parks and Recreation Program, attached as the Appendix, for adoption in a 2023 fee resolution; and

WHEREAS, the fees in the proposed 2023 Fee Schedule for Parks do not exceed the actual cost of providing the services for which those fees are charged.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY:

Section 1. The 2023 Department of Public Works, Parks and Recreation Division Fee Schedule attached in the Appendix is hereby adopted.

Section 2. This Resolution shall take effect and be in full force immediately upon passage by the Board of County Commissioners.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

APPROVED and ADOPTED this _____ day of _____, 2023.

JEFFERSON COUNTY BOARD OF
COMMISSIONERS

Greg Brotherton, Chair

Kate Dean, Member

Heidi Eisenhour, Member

SEAL:

ATTEST:

Carolyn Gallaway Date
Deputy Clerk of the Board

Approved as to form only:

Barbara D. Ehrlichman April 21, 2023

Barbara Dykes Ehrlichman Date
Civil Deputy Prosecuting Attorney

APPENDIX

**2023 FEE SCHEDULE FOR DEPARTMENT OF PUBLIC WORKS, PARKS AND
RECREATION DIVISION**

SEE NEXT PAGE

Campground Fees Per Night

Campground	2023	2024	2025	2026	2027	2028	2029
Lake Leland	\$25	\$25	\$30	\$30	\$30	\$35	\$35
Upper Oak Bay W/Electric	\$30	\$35	\$35	\$35	\$40	\$40	\$40
Upper Oak Bay	\$25	\$25	\$25	\$30	\$35	\$35	\$35
Lower Oak Bay	\$25	\$25	\$30	\$30	\$35	\$35	\$35
Quilcene	\$20	\$25	\$25	\$25	\$30	\$30	\$30
Bicycle Only	\$10	\$10	\$15	\$15	\$15	\$15	\$15
Extra Vehicle Fee	\$10	\$10	\$10	\$10	\$10	\$10	\$10

Shelter Fees

4 hours

Rotary Pavilion	2023	2024	2025	2026	2027	2028	2029
Events over 100 people	\$235	\$247	\$259	\$272	\$286	\$300	\$315
Events 50-100 people	\$149	\$156	\$164	\$172	\$181	\$190	\$199
Events 25 to 50 people	\$89	\$94	\$98	\$103	\$108	\$114	\$120
Events 25 people or less	\$58	\$61	\$64	\$67	\$70	\$74	\$77
Education Program or Fitness							
Class/Hour	\$20	\$21	\$22	\$23	\$24	\$26	\$27
Salmon & Other Park Shelters	2023	2024	2025	2026	2027	2028	2029
Events over 100 people	\$108	\$113	\$119	\$125	\$131	\$138	\$145
Events 50-100 people	\$70	\$73	\$77	\$81	\$85	\$89	\$94
Events 25 to 50 people	\$51	\$53	\$56	\$59	\$62	\$65	\$68
Events 25 people or less	\$38	\$40	\$42	\$44	\$46	\$49	\$51
Education Program or Fitness							
Class/Hour	\$20	\$21	\$22	\$23	\$24	\$26	\$27
	2023	2024	2025	2026	2027	2028	2029
Rotary, Salmon, and Grass Ellipse Combined	\$485	\$509	\$535	\$561	\$590	\$619	\$650

8 hours

Rotary Pavilion	2023	2024	2025	2026	2027	2028	2029
Events over 100 people	\$350	\$368	\$386	\$405	\$425	\$447	\$469
Events 50-100 people	\$260	\$273	\$287	\$301	\$316	\$332	\$348
Events 25 to 50 people	\$156	\$164	\$172	\$181	\$190	\$199	\$209
Events 25 people or less	\$101	\$106	\$111	\$117	\$123	\$129	\$135
Salmon & Other Park Shelters	2023	2024	2025	2026	2027	2028	2029
Events over 100 people	\$189	\$198	\$208	\$219	\$230	\$241	\$253
Events 50-100 people	\$122	\$128	\$135	\$142	\$149	\$156	\$164
Events 25 to 50 people	\$89	\$93	\$98	\$103	\$108	\$113	\$119
Events 25 people or less	\$67	\$70	\$74	\$77	\$81	\$85	\$89
Rotary, Salmon, and Grass Ellipse Combined	\$728	\$764	\$802	\$842	\$884	\$928	\$975

Port Townsend Recreation Center

Rec Center Room	2023	2024	2025	2026	2027	2028	2029
Head Start Room/Hour	\$11	\$12	\$13	\$13	\$14	\$15	\$15
Gym/Hour	\$15	\$15	\$15	\$20	\$20	\$25	\$25
Rec Room/Hour	\$15	\$15	\$15	\$20	\$20	\$25	\$25
Add Kitchen/Hour	\$9	\$10	\$10	\$10	\$10	\$10	\$10
Combined Gym & Rec Room for Private B-Day Party	\$20	\$21	\$21	\$21	\$22	\$22	\$23
Public Event Entire Facility/Day	\$325	\$325	\$325	\$335	\$345	\$355	\$366

Athletic Field Fees

Memorial Field	2023	2024	2025	2026	2027	2028	2029
School or Adult Football Game/Day	\$824	\$849	\$874	\$900	\$945	\$993	\$993
HS Sport Camp/Day	\$450	\$464	\$477	\$492	\$516	\$542	\$542
Other School or Adult Game/Day	\$275	\$303	\$333	\$366	\$403	\$443	\$487
Children's Club Sports Games /Day (< of two)	\$180	\$180	\$180	\$190	\$190	\$190	\$190
Children's Club Sports Games/Game (< of two)	\$45	\$45	\$45	\$45	\$47	\$50	\$52
Sport Practice/Hour	\$75	\$83	\$91	\$100	\$110	\$121	\$133
Non-Sports Event/Day	\$440	\$462	\$485	\$509	\$535	\$562	\$590
Add Concession Stand/Event	\$35	\$37	\$39	\$41	\$43	\$45	\$47
Add Field Lights/Event	\$25	\$25	\$26	\$28	\$29	\$30	\$32
Educational or Fitness Program/Hour	\$20	\$30	\$32	\$33	\$35	\$38	\$42
HJ Carroll Athletic Fields	2023	2024	2025	2026	2027	2028	2029
(3 Fields) School or Adult Sports Game/Day	\$225	\$236	\$248	\$260	\$273	\$287	\$302
Children's Club Sports Games /Day (< of two)	\$180	\$180	\$180	\$190	\$190	\$190	\$190
Children's Club Sports Games/Game (< of two)	\$45	\$45	\$45	\$45	\$47	\$50	\$52
(3 Fields) Children's Sports Camp (No Set Up)/Day	\$125	\$131	\$138	\$145	\$152	\$160	\$168
(3 Fields) School or Adult Sports Practice (Set Up)/Day	\$180	\$189	\$198	\$208	\$219	\$230	\$241
Add Concession Stand onto Other Reservation	\$38	\$40	\$42	\$44	\$46	\$49	\$51
Educational or Fitness Program/Hour	\$20	\$21	\$22	\$23	\$24	\$26	\$27