

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Brent Butler, Chief Strategy Officer, AICP

DATE: October 23, 2023

SUBJECT: Commercial Property Assessed Clean Energy + Resiliency (C-PACER)

STATEMENT OF ISSUE:

On September 20, 2023, the Port Townsend & Jefferson County Leader first published notice of a public hearing on the C-PACER program scheduled for October 9, 2023 at 2:30pm. This notice was repeated on September 27, 2023 and October 4, 2023. After a duly noticed public hearing on October 9, 2023, the Board of County Commissioners adopted the C-PACER Ordinance.

ANALYSIS:

Since the C-PACER ordinance does not include fees, and the county soon anticipates repealing the fee ordinance to establish fees by resolution, the Department of Community Development (DCD) submits the attached resolution (See Attachment 1- C-PACER Fees). At this time, DCD includes fees commensurate with the services rendered as set forth in the C-PACER Act, Chapter 36.165 RCW. The Program Guidebook explains the fees. More information is available online under the county's C-PACER program website. <https://www.co.jefferson.wa.us/1655/C-PACER>

FISCAL IMPACT:

No fiscal impact is anticipated, as the cost for services are passed on to the third-party consultant, SCJ Alliance.

RECOMMENDATION:

Adopt with the consent agenda

REVIEWED BY:


Mark McCauley, County Administrator

10/18/23
Date

STATE OF WASHINGTON

County of Jefferson

A Resolution Adopting a Fee Schedule to Support the Commercial Property Assessed Clean Energy and Resiliency (“C-PACER”) Program within Jefferson County (chapter 15.20 of the Jefferson County Code); Administered by the Department of Community Development

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 (“BoCC”) may adopt reasonable fees charged by the Department of Community Development (“DCD”) consistent with RCW 82.02.020; and,

WHEREAS, JCC [3.80.020](#) authorizes DCD to request adoption of its fee schedule by resolution; and,

WHEREAS, the BoCC finds that the fee schedule attached would impose reasonable fees consistent with RCW 82.02.080.

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

Section 1. The “Whereas” Clauses stated above are adopted as findings of fact.

Section 2. The fee schedule for the C-Pacer Program in the Appendix attached to this Resolution is hereby adopted.

Section 2. This Resolution shall take effect immediately upon adoption 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
Clerk of the Board

Approved as to form only:

Barbara D. Ehrlichman 10/17/23
Barbara Dykes Ehrlichman Date
Civil Deputy Prosecuting Attorney

ATTACHMENT 1 – C-PACER FEES

APPENDIX

2023 FEE SCHEDULE FOR DEPARTMENT OF COMMUNITY DEVELOPMENT:

**Commercial Property Assessed Clean Energy and Resiliency (“C-PACER”)
Program within Jefferson County**

	Description	Fee
1	Application and program fee (two reviews only)	\$500
2	Application and program fee (for each additional review beyond two)	\$250/review
3	Program participation administrative fee due at closing the transaction and prior to recording.	1% of the amount. No more than \$14,500 or less than \$2,500
4	Inspection fees (Inspection fees are included in the qualified improvement permit. If not included, the fee is equal to the inspection of re-inspection fee)	See Building Schedule
5	Administration of third-party review, including verification review fees.	Land Use schedule for planner’s hourly rate (based on 15-minute increments)