

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Josh D. Peters, AICP, Community Development Director
Greg Ballard, Development Code Administrator
Chelsea Pronovost, DCD Administrative Services Manager

DATE: April 21, 2025

SUBJECT: BRIEFING and POTENTIAL ACTION: Resolution adoption for DCD 2025
Land Use Fee Schedule update

STATEMENT OF ISSUE:

On August 19, 2024 the Board of County Commissioners (BoCC) adopted the 2024 Community Development Fee Schedule through Resolution [47-0819-24R](#). The fixed amount fees as shown on the 2024 fee schedule were adjusted in accordance with JCC [3.80.030](#) and have been in effect since January 1, 2025.

JCC [3.80.040](#) requires county departments to periodically evaluate fee schedules for consistency with applicable laws, regulations and fee policies adopted by the BoCC. The Department of Community Development (DCD) operating partially as an enterprise fund department, must regularly request updates to its fees regularly to ensure adequate and accurate cost coverage.

ANALYSIS:

On April 7, 2025, the BoCC adopted Ordinance [03-0407-25](#), amending development regulations for short-term rentals (STRs). Given the increased complexity these code changes introduce, the DCD proposes adjusting the default review time for STR applications in the DCD Land Use Fee schedule from one hour to two hours.

Furthermore, [JCC 18.25.750\(4\)](#) permits reconsideration requests within 10 days of a decision. However, the current fee schedule does not include a fee for processing such requests. The DCD recommends adding a two-hour default base fee for this purpose.

The proposed fee schedule also includes other minor updates, such as reducing the use of acronyms and providing brief explanations for certain land use fees. These administrative amendments aim to improve clarity and readability for the public.

FISCAL IMPACT:

Updating fees will improve operational efficiency by reducing staff time and may also increase revenue potential. By allowing staff additional time for review of STR applications on the front, this may likely also help reduce costs associated with enforcement issues later on, by more frequently identifying protentional issues or potential violations earlier in the process.

RECOMMENDATION:

The BoCC should consider adopting the attached Resolution to adjust the DCD Land Use Fee Schedule. Alternatively, the Board may set a public hearing to solicit public testimony, deliberate, and take final action on the proposed Resolution.

REVIEWED BY:


Mark McCauley County Administrator

4/16/25
Date

STATE OF WASHINGTON
County of Jefferson

**A RESOLUTION ADOPTING AN 2025 FEE
SCHEDULE FOR 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 processing permit applications and providing services to the public, as permitted by RCW [82.02.020](#) and other statutes; and

WHEREAS, various sections of the Jefferson County Code (JCC) impose fees charged by the Department of Community Development (DCD) to implement the JCC; and

WHEREAS, JCC [3.80.040](#) directs county departments to evaluate fee schedules periodically for consistency with applicable laws, regulations and fee policies adopted by the Board of Commissioners (BoCC); and

WHEREAS, DCD operates in part as an enterprise fund department and therefore must request updates to its fees regularly to ensure adequate and accurate cost coverage; and

WHEREAS, in accordance with chapter [3.80](#) JCC, a fee review has been conducted using the following methodology:

- a. Pursuant to JCC [3.80.030](#), adds a 2.2% adjustment based on 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 in September 2024 (CPIW), to account for increased expenses;
- b. Add a new base fee for *Short-Term Rental (5 Rooms or less) and Bed and Breakfast Residence*;
- c. Add a new base fee for *Reconsideration of a Type II decision*;
- d. Add a new base fee for *Reconsideration of a Type III decision*;
- e. Update the base fee to reflect the Hearing Examiner's hours for *Appeal of a Type II decision*;
- f. Eliminate the fee for *Transient Rental, Vacation Rental, & Bed & Breakfast*; and
- g. Clarify the proper fee for Unit Lot Subdivision is dependent on the process type;

WHEREAS, the adoption of the updated fee schedule is necessary to implement development regulations that have been adopted since the last review of the DCD fee schedule in 2024; and;

WHEREAS, DCD must consider the principles of efficiency, transparency, effectiveness, clarity, equity and consideration of service needs when setting fees; and

WHEREAS, the proposed 2025 Fee Schedule does not exceed the actual cost of providing the services for which those fees are charged;

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

Section 1. Whereas Clauses are Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above “*WHEREAS*” clauses as its Findings of Fact.

Section 2. Adoption of the 2025 Fee Schedule. The purpose of this resolution is to adopt the 2025 DCD Fee Schedule in the attached Appendix, which reflects the updated fee schedule.

Section 3. Severability. The provisions of this resolution are declared separate and severable. If any provision of this resolution or its application to any person or circumstances is held invalid, then the remainder of this resolution or application of its provisions to other persons or circumstances shall remain valid and unaffected.

Section 4. SEPA Compliance. This resolution is categorically exempt from the State Environmental Policy Act under WAC [197-11-800](#)(19).

Section 5. Effective Date. 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)

ADOPTED and APPROVED this _____ day of _____, 2025.

SEAL:

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

ATTEST:

APPROVED AS TO FORM:

Carolyn Gallaway, CMC Date
Clerk of the Board

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

Jefferson County Department of Community Development¹LAND USE FEES²

Effective April _____, 2025

Land Use Fees	HRS	BASE	NOA	SCAN	TECH	TOTAL
Hourly Rate	1	\$126	\$165	\$28	5%	
Pre-Application Conference (Pre-app)	5	\$630		\$28	\$32.90	\$690.90
Customer Assistance Meeting (CAM), 30 minute in person/virtual + summary	2	\$252		\$28	\$14.00	\$294.00
DCD Site Visit for Pre-App or CAM, or not associated with permit	2	\$252		\$28	\$14.00	\$294.00
Consistency Review all Jefferson County Codes	3	\$378		\$28	\$20.30	\$426.30
DCD review of Water System Plan	3	\$378			\$18.90	\$396.90
Hearing Examiner Fee (if time exceeds base fee may be billed at \$175 per hour)	8	\$1,400				\$1,400
Reconsideration of a Type II decision	2	\$252		\$28	\$14.00	\$294
Reconsideration of a Type III decision	2	\$350		\$28	\$18.90	\$397
Appeal of a Type II decision	8	\$1,400	\$152	\$28	\$71.40	\$1,651.40
Code Interpretation	7	\$882			\$44.10	\$926.10
SEPA Checklist Type I Use with NOA	10	\$1,260	\$165	\$28	\$64.40	\$1,517.40
SEPA Checklist for Type II or III permits	10	\$1,260		\$28	\$64.40	\$1,352.40
Type I Permits (JCC 18.40.040)	HRS	BASE	NOA	SCAN	TECH	TOTAL
CRITICAL AREAS (JCC 18.22)/SHORELINE (JCC 18.25)						
Review of Critical Area Reports (Wetland, Geotech, etc.) without permit	3	\$378		\$28	\$20.30	\$426.30
Review of Report with other permit application or additional Report	2	\$252		\$28	\$14.00	\$294.00
Special Report Waiver	2	\$252		\$28	\$14.00	\$294.00
Tree/Vegetation Removal	3	\$378		\$28	\$20.30	\$426.30
Floodplain Development Permit	2	\$252		\$28	\$14.00	\$294.00
CASP (Critical Area Stewardship Program)	7	\$882		\$28	\$45.50	\$955.50
Shoreline Exemption	7	\$882		\$28	\$45.50	\$955.50
Shoreline Exemption for residential use, meeting standard shoreline buffer	2	\$252		\$28	\$14.00	\$294.00
ZONING (JCC 18.15)						
Allowed "Yes"	3	\$378		\$28	\$20.30	\$426.30
Home Business Permit	3	\$378		\$28	\$20.30	\$426.30
Temporary Use Permit	3	\$378		\$28	\$20.30	\$426.30
Sign Permit	3	\$378		\$28	\$20.30	\$426.30
Short-Term Rental (5 Rooms or less), and Bed & Breakfast Residence	2	\$252		\$28	\$14.00	\$294.00
Commercial Shooting Facility Operating Permit Application	23	\$2,898	\$165	\$28	\$154.55	\$3,245.55
SITE DEVELOPMENT REVIEW (SDR - JCC 18.40.420-480) - 3 options						
--Legal Lot of Record (JCC 18.12)	1	\$126		\$28	\$7.70	\$161.70
--Limited SDR for appurtenant to legal existing development & no further encroachment in Shoreline or Critical Areas	1	\$126		\$28	\$7.70	\$161.70
--Buildability Analysis	3	\$378		\$28	\$20.30	\$426.30
LAND DIVISION (JCC 18.35)						
Boundary Line Adjustment	9	\$1,134		\$28	\$58.10	\$1,220.10
Lot Consolidation	2	252		\$28	\$14.00	\$294.00
Lot Segregation	2	\$252		\$28	\$14.00	\$294.00
Minor Amendment (Preliminary Plat Approval)	4	\$504		\$28	\$26.60	\$558.60
STORMWATER (JCC 18.30.060 & 070)						
Stand-alone Stormwater Management Permit without other Development Permit	5	\$630		\$28	\$32.90	\$690.90
Type II Permits (JCC 18.40.040) + \$165 Notice of Application (NOA) + \$12.60 Notice Board (NB)	HRS	BASE	NOA	SCAN	TECH	TOTAL
SHORELINE (JCC 18.25)						
Shoreline Conditional Administrative "C(a)" Use	16	\$2,016	\$165	\$28	\$110.45	\$2,319.45
Shoreline Conditional Discretionary "C(d)" Use	16	\$2,016	\$165	\$28	\$110.45	\$2,319.45

Type II Permits (JCC 18.40.040) Continued	HRS	BASE	NOA	SCAN	TECH	TOTAL
ZONING (JCC 18.15)						
Conditional (Administrative) "C(a)" Use (JCC 18.15.040 & 18.40.490-600)	16	\$2,016	\$165	\$28	\$110.45	\$2,319.45
Conditional (Discretionary) "C(d)" Use (JCC 18.15.040 & 18.40.490-600)	16	\$2,016	\$165	\$28	\$110.45	\$2,319.45
Discretionary "D" or Unnamed Use (JCC 18.15.040 & 18.40.490-600)	5	\$630	\$165	\$28	\$41.15	\$864.15
Cottage Industry	11	\$1,386	\$165	\$28	\$78.95	\$1,657.95
Variances (Minor) (JCC 18.40.610-690)	11	\$1,386	\$165	\$28	\$78.95	\$1,657.95
Temporary Use	3	\$378	\$165	\$28	\$28.55	\$599.55
LAND DIVISION (JCC 18.35)						
Short Plat (including Unit Lot Subdivision) Preliminary	27	\$3,402	\$165	\$28	\$179.75	\$3,774.75
Plat Alteration with no public hearing	9	\$1,134	\$165	\$28	\$66.35	\$1,393.35
FORESTY (JCC 18.20.160)						
Conversion Option Harvest Plan (COHP)	4	\$504	\$165	\$28	\$34.85	\$731.85
Partial Release of six year development moratorium	7	\$882	\$165	\$28	\$53.75	\$1,128.75
TYPE III Permit (JCC 18.40.040) + \$1,400 Hearing Examiner fee + \$165 Notice of Application (NOA) + \$152 Notice of Hearing (NOH) + \$12.60 Notice Board (NB)	HRS	BASE	NOA & NOH	SCAN	TECH	TOTAL
SHORELINE (JCC 18.25)						
Shoreline Substantial Development Permit (SDP)	21	\$2,646	\$317	\$28	\$149.55	\$3,140.55
Shoreline Conditional Use Permit (CUP)	21	\$2,646	\$317	\$28	\$149.55	\$3,140.55
Shoreline Variance	21	\$5,292	\$317	\$28	\$281.85	\$5,918.85
CRITICAL AREA (JCC 18.22)						
Critical Area Variance (Major) JCC 18.22.250	21	\$2,646	\$317	\$28	\$149.55	\$3,140.55
Reasonable Economic Use Variance JCC 18.22.260	21	\$2,646	\$317	\$28	\$149.55	\$3,140.55
ZONING (JCC 18.15)						
Conditional "C" Use (JCC 18.15.040 & 18.40.490-600)	23	\$2,898	\$317	\$28	\$162.15	\$3,405.15
Zoning Variance (Major) (JCC 18.40.610-690)	21	\$2,646	\$317	\$28	\$149.55	\$3,140.55
LAND DIVISION (JCC 18.35)						
Long Plat (including Unit Lot Subdivision), Preliminary	86	\$10,836	\$317	\$28	\$559.05	\$11,740.05
Plat Alteration	21	\$2,646	\$317	\$28	\$149.55	\$3,140.55
Binding Site Plan	86	\$10,836	\$317	\$28	\$559.05	\$11,740.05
Planned Rural Residential Development (PRRD)	86	\$10,836	\$317	\$28	\$559.05	\$11,740.05
FORESTRY (JCC 18.20.160)						
Full Release of six year development moratorium	21	\$2,646	\$317	\$28	\$149.55	\$3,140.55
Type IV Permit (JCC 18.40.040)	HRS	BASE	NOA&H	SCAN	TECH	TOTAL
Final Plat Approval - Short Plat, Long Plat & Binding Site Plan	3	\$378		\$28	\$20.30	\$426.30
Type V Permit (JCC 18.40.040)	HRS	BASE	NOA&H	SCAN	TECH	TOTAL
Comprehensive Plan Amendment	48	\$6,048	\$317	\$28	\$319.65	\$6,712.65
Special Use (Essential Public Facility)	22	\$2,772	\$317	\$28	\$155.85	\$3,272.85
Open Space (Current Use Assessment)	23	\$2,898	\$165	\$28	\$154.55	\$3,245.55
COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY & RESILIENCY (C-PACER)						
Application & Program fee (two reviews only)		\$500		\$28	\$26.40	\$554.40
Application & Program fee (for each additional review beyond two)		\$250		\$28	\$13.90	\$291.90
Program Participation admin. fee (min \$2,500-max \$14,500)	1% amount			\$28	5%	
Inspection fee - see building fee schedule				\$28	5%	
Administration of third-party review	Admin. at hourly rate			\$28	5%	

Footnote 1 - Does not include fees collected for Jefferson County Environmental Health or Public Works for permit review.

Footnote 2 - Once base fee is exceeded, DCD will contact the applicant to notify that additional time will be billed at hourly rate.