# ORDINANCE NO. 256

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING FEES FOR SERVICES FOR LAND USE AND BUILDING PERMIT DEVELOPMENT APPLICATIONS, FOR PARKS AND RECREATION, AND FOR PUBLIC RECORDS CHARGES**

WHEREAS, the City has an overhead allocation plan to calculate both the direct and indirect cost of providing City services; and

WHEREAS, the City has utilized the overhead allocation plan to conduct user fee studies during 1997, 1998, and 1999 of the City's development and parks and recreation fees to arrive at recommendations on appropriate fee levels for the City's fee based services; and

WHEREAS, the results of these studies were presented and discussed with the City Council; and

WHEREAS, the costs of services and user fees have been reviewed to reflect the 2001 Proposed Budget and revenues and the staff has prepared recommended 2001 fee schedules for development services, parks and recreation, and public records charges;

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1.** Adoption of Development Services Fee Schedule. The City Manager or designee is authorized to charge applicants for development and land use permits received by the City's Permit Center, the amounts set forth in the Development Services Fee Schedule, as presented in Exhibit A to this ordinance.

**Section 2.** Adoption of Parks and Recreation Fee Schedule. The City Manager or designee is authorized to charge applicants for the City's recreation programs and for rental of the City's park facilities, the amounts set forth in the Parks and Recreation Fee Schedule, as presented in Exhibit B to this ordinance.

**Section 3.** Adoption of Public Records Fee Schedule. The City Manager or designee is authorized to charge for copies of written records, maps, photographs, audio and video tape recordings and diskettes, and other material as requested through the disclosure for public records process, as presented in Exhibit C to this ordinance.

**Section 4.** Annual Adjustments. The fee schedules in Exhibits A, B and C shall be automatically updated on an annual basis on January 1st of each year by the Seattle Consumer Price Index for all urban consumers (CPI-U). The adjustment shall be calculated each year and included in the City Manager's Proposed Budget. The annual

adjustment shall be based on the CPI-U average for the period that includes the last six months of the previous budget year and the first six months of the current budget year. The City Manager may choose to not include annual CPI-U adjustments in the City Manager's Proposed Budget and the City Council may choose to not include annual CPI-U adjustments in the Adopted Budget for select user fees in any individual budget year without impacting the full force of this section for subsequent budget years.

The annual adjustments to the fees in Exhibit A shall be rounded to the nearest dollar with the exception of the Building Permit fees which shall be rounded to the nearest quarter dollar. The annual adjustments to the fees in Exhibits B and C shall be rounded to the nearest quarter dollar.

**Section 5.** Repealer. The fee schedules as enacted in Ordinance No. 218 (update of City Fee schedules is hereby repealed.

**Section 6.** Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 7.** Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and this ordinance shall take effect and be in full force on December 7, 2000.

**PASSED BY THE CITY COUNCIL ON NOVEMBER 27, 2000.**

Mayor Scott Jepsen

**ATTEST:**

Sharon Mattioli, CMC
City Clerk

**APPROVED AS TO FORM:**

Ian Sievers
City Attorney

Date of Publication: November 29, 2000
Effective Date: December 7, 2000

# *Planning and Development Services Fee Schedule*

***Exhibit A.***

***Fees Based on $114 per Hour***

| Type of Permit Application | Fees |
|---|---|
| Appeals | $ 350 |
| Accessory Dwelling | $ 114 |
| Binding Site Plan | $ 228 deposit plus $114/hour |
| Lot Line Adjustment | $ 570 deposit plus $114/hour |
| **Building Permit** | 1997 Uniform Building Code Plus CPI Increase (3.0%) |
| Valuations | |
| $1 - $500 | $ 24.25 |
| $501 - $2,000 | $24.25 for the first $500.00 + $3.25 for each additional $100.00, or fraction thereof, to and including $2,000.00. |
| $2,001 - 25,000 | $71.25 for the first $2,000.00 + $14.50 for each additional $1,000.00, or fraction thereof, to and including $25,000.00. |
| $25,001 - $50,000 | $403.00 for the first $25,000.00 + $10.50 for each additional $1,000.00, or fraction thereof, to and including $50,000.00. |
| $50,001 - $100,000 | $663.00 for the first $50,000.00 + $7.25 for each additional $1,000.00, or fraction thereof, to and including $100,000.00. |
| $100,001 - $500,000 | $1,023.50 for the first $100,000.00 + $5.75 for each additional $1,000.00, or fraction thereof, to and including $500,000.00. |
| $500,001 - $1,000,000 | $3,330.75 for the first $500,000.00 + $5.00 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00. |
| $1,000,001 + | $5,777.00 for the first $1,000,000.00 + $3.75 for each additional $1,000.00, or fraction thereof. |
| Plan Review Fee | 65% of the Building Permit Fee |
| All Other Plan Reviews or work | Hourly Rate (hour minimum) |
| Construction Permit for Work Commenced Without a Building Permit | Twice the Applicable Building Permit Fee |
| Conditional Use Permit | $ 3,420 plus public hearing $1,750 (if required) |
| Continuation and/or Minor Alteration of Nonconforming Use | $ 114 deposit plus $114/hour |
| Home Occupation | Hourly Rate (hour minimum) |
| Residential Furnace | $ 114 |
| Residential Fireplace (up to two) | $ 114 |
| Commercial Mechanical | $ 114 |
| All other Mechanical (Residential and Commercial) | $ 114 |

# *Planning and Development Services Fee Schedule*

***Exhibit A.***

***Fees Based on $114 per Hour***

| Type of Permit Application | Fees |
|---|---|
| **Environmental Review** | |
| Environmental Checklist: | |
| Single Family | $ 1,140 |
| Multi-Family/Commercial | $ 1,710 |
| Environmental Impact Statement Review | $ 3,990 deposit plus $114/hour |
| Grading Permit | $ 342 deposit plus $114/hour |
| Sensitive Area Permit | $ 912 plus $114/hour |
| Rezone | $ 6,840 plus public hearing $1,750 |
| **Shoreline Substantial Development:** | |
| Shoreline Exemption | $ 228 |
| Substantial Development Permit (based on valuation) | |
| up to $10,000 | $ 1,710 |
| $10,000 to $500,000 | $ 3,876 |
| Over $500,000 | $ 6,840 |
| Shoreline Variance | $ 3,420 plus public hearing $1,750 (if required) |
| Sign Permit | $ 228 plus $114/hour |
| Special Use Permit | $ 5,700 plus public hearing $1,750 |
| Street Vacation | $ 4,560 plus public hearing $1,750 |
| **Subdivisions:** | |
| Preliminary Short Plat | $ 3,420 for two lot shortplat, plus public hearing $1,750 (if required) |
| | $ 342 for each additional lot |
| Final Short Plat | $ 912 |
| Site Development (Engineering Plans Review and Inspections) | $ 1,368 |
| Short Plat Change | $ 1,368 |
| Preliminary Subdivision | $ 4,332 plus $31/lot plus public hearing $1,750 |

# *Planning and Development Services Fee Schedule*

***Fees Based on $114 per Hour***

***Exhibit A.***

| Type of Permit Application | Fees |
|---|---|
| Final Subdivision | $ 3,420 plus $19/lot |
| Variances | $ 3,420 plus public hearing $1,750 (if required) |
| **Right-of-Way:** | |
| Minimum Administrative Fee | $50 plus $114 per hour |
| **All Other Work:** | |
| All Other Fees Per Hour | $ 114 /hour |
| Pre-Application for Rezone | $ 114 /hour |

**Code Enforcement Fees**

**Civil Penalties**

A. A civil penalty for violation of the terms and conditions of a notice and order shall be imposed in the amount of $500. The total initial penalties assessed for notice and orders and stop work orders pursuant to this chapter shall apply for the first fourteen-day period following the violation of the order, if no appeal is filed. The penalties for the next fourteen day period shall be one hundred fifty percent of the initial penalties, and the penalties for the next fourteen day period and each such period or portion thereafter shall be double the amount of the initial penalties.

B. Any responsible party who has committed a violation of the provisions of the Critical Areas chapter will not only be required to restore damaged critical areas, insofar as that is possible and beneficial, as determined by the Director of the Department of Planning and Development Services, but will also be required to pay civil penalties in addition to penalties under Section A, for the redress of ecological, recreational, and economic values lost or damaged due to the violation. Civil penalties will be assessed according to the following factors:

1. An amount determined to be equivalent to the economic benefit that the responsible party derives from the violation measured as the total of:

a) The resulting increase in market value of the property; and

b) The value received by the responsible party; and

c) The savings of construction costs realized by the responsible party as a result of performing any act in violation of the chapter; and

2. A penalty of $1,000 if the violation was deliberate, the result of knowingly false information submitted by the property owner, agent, or contractor, or the result of reckless disregard on the part of the property owner, agent, or their contractor. The property owner shall assume the burden of proof for demonstrating that the violation was not deliberate; and

3. A penalty of $2,000 if the violation has severe ecological impacts, including temporary or permanent loss of resource values or functions.

C. A repeat violation means a violation of the same regulation in any location within the city by the same responsible party, for which voluntary compliance previously has been sought or any enforcement action taken, within the immediate preceding 24 consecutive month period, and will incur double the civil penalties set forth above.

**City Abatement Costs**

The City shall be reimbursed all direct costs of repairs, alterations or improvements, or vacating and closing, or removal or demolition, incurred in abatement of any nuisance defined by City ordinance including reimbursement of actual hourly employee wages and benefits.

*Exhibit A.*

# *Planning and Development Services Fee Schedule / Fire Permit Fees*

***Fees based on $114 per Hour***

| | | | Fees |
|---|---|---|---|
| **Automatic Fire Alarm System** | | | |
| Tenant Improvement (Each additional zone over one $57.00) | | | $ 342 |
| New System | | | 456 |
| **Cryogenic Tank** | | | 342 |
| **Dip Tank** (incorporating flammable or combustible liquids) | | | 456 |
| **Fiberglass Operations** | | | 456 |
| **Fire Extinguishing Systems** | | | |
| Commercial Cooking Hoods: : 1 to 12 flow points | | | 342 |
| | More than 12 | | 456 |
| Other Fixed System Locations | | | 456 |
| **Fire Pumps** | | | 456 |
| **Flammable/Combustible Liquids** | | | |
| Commercial Tanks: | Aboveground Tank Installations | (first tank) | 228 |
| | Underground Tank Installations | (first tank) | 228 |
| | Underground Tank Installations | (additional) | 114 |
| | Underground Tank Piping | (with new tank) | 228 |
| | Underground Tank Piping Only | (vapor recovery) | 342 |
| | Underground Tank Removal | (first tank) | 228 |
| | | (additional) | 57 |
| Residential Tanks: | Removal or Decommission | | 114 |
| **Flammable Liquid Mixing / Dispensing Room** | | | 456 |
| **Hazardous Materials Containment Systems** | | | |
| | Spill Control | | 228 |
| | Drainage Control/Secondary Containment | | 456 |
| **Hazardous Materials Storage Tanks** | | | 342 |
| **High Piled Storage** | | | |
| Class I - IV Commodities: | 501 - 2,500 square feet | | 228 |
| | 2,501 - 12,000 square feet | | 342 |
| | Over 12,000 square feet | | 456 |
| High Hazard Commodities: | 501 - 2,500 square feet | | 342 |
| | Over 2,501 square feet | | 570 |
| **Hydrants / Water Mains** | | | 342 |

*Exhibit A.*

# *Planning and Development Services Fee Schedule / Fire Permit Fees*

***Fees based on $114 per Hour***

| | | Fees |
|---|---|---|
| **LPG (Propane) Tanks** | | |
| Commercial | | 342 |
| Residential | | 228 |
| **Spray Booth** | | 456 |
| **Sprinkler Systems (Each Riser)** | | |
| New Systems | (plus $2.85 per head) | 570 |
| Tenant Improvement: | 1 to 10 heads | 342 |
| | 11 to 20 heads | 456 |
| | More than 20 heads (plus $2.85 per head) | 570 |
| Residential (R-3) 13-D System, Up to 30 heads | | 570 |
| 13-D Systems with more than 30 heads add $2.85 per head | | |
| **Standpipe Systems** | | 456 |
| **Underground Sprinkler Supply** | | 342 |

**Additional Fees:**

Projects that exceed the normal limits of anticipated work hours required for plans review or inspections because of scale or complexity may be assessed additional fees. All fees are calculated at $114 per hour.

Reinspection fees may be assessed if work is incomplete, corrections not completed or the allotted time is depleted. Fees will be assessed at $114 per hour, minimum one hour.

# *City of Shoreline Parks and Recreation Fee Schedule*

## SHORELINE POOL

Public Swims:

| | | | |
|---|---|---|---|
| Children 4 & Under | | Free | |
| Youth 5 to 17 years | $ | 1.75 | per person per session |
| Senior 60+ years | | 1.75 | per person per session |
| Disabled | | 1.75 | per person per session |
| Adult | | 2.75 | per person per session |
| Family, Parent & Their Children | | 7.00 | Family, Parent & Their Children |
| Reduced Swim Nights | | 0.75 | per youth; $1.50 per adult |

Swim Lessons:

| | | |
|---|---|---|
| Parent & Tot | 2.50 | per class |
| Preschool (1-5) | 3.65 | per class |
| Youth (1 & 2) | 3.65 | per class |
| Youth (3-7) | 3.10 | per class |
| Adult | 3.65 | per class |

Water Exercise Fees

| | | | |
|---|---|---|---|
| Adult | | | |
| Each Class | $ | 3.50 | |
| 10 Class Card | | 28.00 | ($2.80 per class) |
| Senior | | | |
| Each Class | $ | 2.75 | |
| 10 Class Card | | 22.00 | ($2.20 per class) |

Pool Rentals:

If an individual or organization rents the pool and if spectator admissions/sales are charged on-site, 20% of the gross amount will be collected by and for the City of Shoreline. For sale of goods, user groups must complete a Short-Term Concessionaire Permit.

1. Private Rentals

| | | | |
|---|---|---|---|
| 1 to 25 people | $ | 50.00 | per hour |
| 26 - 60 people | | 70.00 | per hour |
| 61 - 90 people | | 90.00 | per hour |
| 91 - 120 people | | 110.00 | per hour |
| 121 - 150 people | | 130.00 | per hour |

2. Special Interest Groups $ 40.00 per hour

Pool Rental Special Interest Groups are groups that use the pool to teach or practice water skills, such as SCUBA or kayaking. These groups have trained instructors and leaders.

3. School Districts $ 23.00 per hour

4. Swim Teams

| | | | |
|---|---|---|---|
| When sharing the pool | $ | 5.00 | per lane |
| When using the entire pool | | 7.00 | per lane |

Swim Teams include Swimming, Diving, Synchronized Swimming, and Water Polo. These groups have trained coaches and are registered with a national organization.

# *City of Shoreline Parks and Recreation Fee Schedule*

Family Membership Program
(Entitles member to all public swims and adults to all adult swims)

| | |
|---|---|
| Youth, Senior, Disabled | |
| 10 Swim Pass | $ 14.00 |
| 3 Month Pass | 55.00 |
| Annual Pass | 130.00 |
| Adult | |
| 10 Swim Pass | $ 22.00 |
| 3 Month Pass | 85.00 |
| Annual Pass | 205.00 |
| Family | |
| 10 Swim Pass | $ 56.00 |
| 3 Month Pass | 130.00 |
| Annual Pass | 340.00 |
| Locker Fees | $ 0.25 per locker |

## RECREATION CLASSES & PROGRAMS

### 1. General Recreation Classes and Programs

General recreation classes and programs includes classes for preschool through senior adult-aged participants in the arts, sports, fitness and wellness, special interest, and environmental education interest areas.

The charge for general recreation classes and programs shall be based on the direct cost of providing the class plus a 50% overhead charge. The direct costs include the full cost of all instructors, facility rentals, supplies, transportation and promotional efforts, and all other services related to the offering of the class or program.

### 2. Special Recreation Classes and Summer Playground Programs

Special Recreation classes and programs includes classes offered for developmentally disabled participants. Summer Playground Programs serve youth in the community. A large portion of participants in these programs are lower income.

The charge for Special Recreation classes and Summer Playground Programs shall be based on the direct cost of providing the class plus a 50% overhead charge.

### 3. Teen Classes and Programs

Teen classes and programs include recreation programs for middle and high school aged youth.

The charge for Teen recreation classes and programs shall be based on the direct cost of providing the class plus a 50% overhead charge.

### Annual Adjustments for 1, 2 and 3

The City Manager may propose, and the City Council may adopt, a smaller overhead percentage for any or all recreation classes and programs and may reduce fees for classes and programs under 2 and 3 below direct costs.

# *City of Shoreline Parks and Recreation Fee Schedule*

## ATHLETIC FIELDS

| | | |
|---|---|---|
| 1. Baseball/Softball fields | | |
| a. Adult | $ 28.00 | per game |
| b. Youth | 6.00 | per game |
| c. Seniors 55 or older | 6.00 | per game |
| d. Practice Fields - Youth | 2.00 | per practice |
| e. Practice Fields - Adults | 12.00 | per practice |
| 2. Soccer and Other Field Sports | | |
| a. Adult | $ 28.00 | per game |
| b. Youth | 6.00 | per game |
| c. Practice Fields - Youth | 2.00 | per practice |
| d. Practice Fields - Adults | 12.00 | per practice |
| 3. Tournament Field Rental Fee | | |
| a. Adult | $ 25.00 | per game |
| b. Youth | 11.00 | per game |
| c. Tournament Field Cancellation Fee | 6.00 | per game |
| 4. Athletic field lights | 11.00 | per hour |
| 5. Field Reservation Form Processing Fee | | |
| Under 75 games/practices | $ 10.00 | |
| 75-200 games/practices | 20.00 | |
| 200+ games/practices | 50.00 | |

## CONCESSION/FACILITY USE

If an individual or organization rents a City facility and if spectator admissions/sales are charged on-site, 20% of the gross amount will be collected by and for the City of Shoreline. For sale of goods, user groups must complete a Short-Term Concessionaire Permit.

## RICHMOND HIGHLANDS RECREATION CENTER

| | | |
|---|---|---|
| 1. Rentals During Non-Public Hours: | | |
| Entire building | $ 33.00 | per hour (2 hour minimum) |
| Gymnasium Only | 16.50 | per hour (2 hour minimum) |

2. All groups assessed a $5.00 handling/processing fee per reservation form.

# *City of Shoreline Parks and Recreation Fee Schedule*

## OUTDOOR FACILITIES (Picnic Shelters)

Any groups renting outdoor facilities for activities including, but not limited to, dog shows, outdoor weddings, day camps, Fun Runs and organized picnics will pay according to the following fee schedule.)

| | | |
|---|---|---|
| 1 - 100 Participants | $ 50.00 | per day Monday-Friday |
| | 60.00 | per day Saturday-Sunday |
| 101 + participants | 0.50 | per participant per day |

Reservation Form Handling Fee: All groups will be assessed a $5.00 processing fee per Reservation Form.

## PARKS SPECIAL USE

The charge for special use permits for parks facilities shall be based on the full cost of providing the park facility or services requested. The City Manager may propose, and the City Council may adopt, a smaller overhead percentage for parks special uses and may lower the fees below the full cost of providing the facility or services requested.

*Exhibit C.*

# *City of Shoreline Public Records Fee Schedule*

| | | |
|---|---|---|
| **Materials Copied on the Copier** | $ 0.15 | per page if more than five pages |
| **Materials provided on Computer Diskettes** | 1.50 | per disk |
| **Video Tapes** | 11.55 | per tape |
| **Audio Tapes** | 2.00 | per tape |
| **Photos/Slides** | $2 - $20 | depending on size and process |
| **Colored Maps (up to (11" x 17")** | 1.50 | |
| **Large Copies (24" x 36")** | 3.00 | |
| **Mylar Sheets** | 5.00 | |
| **Clerk Certification** | 1.00 | per document |