



## Proposed Fee Adjustments

City of Tacoma | Planning and Development Services

Government Performance Finance Committee  
September 18, 2018

ITEM #



## AGENDA



- Residential Phase I Fee Adjustments
- Proposed Residential Phase II Fee Adjustments
- Proposed Work Order Fee Adjustments
- Proposed Site Development Fee Adjustments
- Proposed Pre-Application Fee Adjustments
- Proposed Land Use Fee Adjustments
- Next Steps

## ●●● PHASE I – Residential Fee Adjustments



- Adopted by Council in April 2018  
(went into effect on June 1, 2018)
- Adopted financial policies
- Adjusted single family permitting to cover cost of service
- Restructured dedicated funds and create a reserve fund
- Adjusted Performance Bond requirements



3

## ●●● Residential Permitting Improvements



- In collaboration with the MBA, created efficiencies within the residential permitting process
- Single Family Permitting reduced from 7 permits to 1 permit
- 26% improvement in level of service (LOS) met

Level of Service (LOS)			
Permit Type	Prior to 06/01/2018	After 06/01/2018	% Increase
New Single Family Residence	28 Days	24 days	14%
Residential Alterations	21 Days	16 Days	24%

4

## Proposed Phase II Residential Fee Adjustment



- Requesting adjustments to align the cost of services with permit fees for residential permitting
  - Ability to achieve level of service improvement commitments
  - Partnership with the MBA to establishing efficiencies within the organization & work collaboratively to eliminate barriers
  - Current LOS: 28 days // Future LOS: 24 days

New Single Family Residence Project Size	Current Tacoma Fees	Proposed Tacoma Fees	Lakewood Fees	Vancouver Fees	Pierce County Fees
1500 SQ FT	\$4,931	\$5,820	\$8,848	\$17,353	\$19,838
2500 SQ FT	\$10,274	\$12,125	\$10,210	\$20,369	\$20,936

Includes: Permits: Building, Site Development, Driveway, Water Connection (from house to main only), Sewer Connection, Storm Connection, Impact Fees (when applicable)

Excludes: Service Utility Connections, New Water and Power Service Installation and Permit Charges from TPU

5

## Proposed Work Order Permit Adjustment



- Requesting adjustments to align the cost of services with permit fees for work order permitting
  - Current LOS: 28 days // Future LOS: 21 days
  - Proposal to increase hourly rate from \$110 to \$152

Project Size	Number of Hours (Review & Inspection)	Current Tacoma Fees	Proposed Tacoma Fees	Bellevue Fees	Seattle Fees	University Place Fees	Fife Fees
Small	15	\$1,650	\$2,280	\$2,745	\$3,900	\$1,875	\$1,425
Medium	30	\$3,300	\$4,560	\$5,490	\$7,800	\$3,750	\$2,850
Large	50	\$5,500	\$7,600	\$9,150	\$13,000	\$6,250	\$4,750
Hourly rate		\$110	\$152	\$183	\$260	\$125	\$95

6

## Proposed Site Development Permit Fee Adjustments



- Requesting adjustments to align the cost of services with permit fees for site development permitting
  - Current LOS: 28 days // Future LOS: 21 days
  - Methodology for fee calculation changed – Proposal to calculate fee based upon project size

Example Project Type	New and Replaced Impervious Sq Ft	Current Tacoma Fees	Proposed Tacoma Fees	Pierce County Fees	Kitsap County Fees	Vancouver Fees
Parking Lot Repair Work	<2,000	\$3,000	\$365	\$570	\$2,190	\$2,195
Small Addition	2,000 - 5,000	\$600	\$2,250	\$1,700	\$2,190	\$2,195
Small Commercial Building	5,001 - 50,000	\$1,250	\$5,000	\$4,803	\$5,209	\$2,195
Large Commercial Building	>50,000	\$5,000*	\$11,000*	\$13,025	\$6,722	\$3,051

\*Proposal to bill large projects on an hourly basis - same rate as Private Work Orders \$152/hr

## Proposed Pre-Application Fee Adjustments



- Requesting adjustments to align the cost of services with permit fees for pre-application permitting
  - Current LOS: 28-42 days
  - Future LOS is:
    - Permit A – 14 days
    - Permit B – 28 days
  - Proposal to apply the pre-application fee towards the building permit plan review fee

	Current Tacoma (2017)	Proposed Tacoma Pre-App Permit A	Proposed Tacoma Pre-App Permit B	Bellevue	Kitsap County	King County	Pierce County
Fee	\$0	\$1,250	\$2,500	\$2,400	\$2,340	\$2,800	\$2,200
Staff Hours	13	9	18	18	18	18	18
In-House Meeting	N/A	Y	Y	N/A	N/A	N/A	N/A
Comment Memo	N/A	Y	Y	N/A	N/A	N/A	N/A
In-Person Meeting	Y	N	Y	Y	Y	Y	Y
Post Meeting Memo	Y	N	Y	Y	Y	Y	Y
Eligible for Fee Credit	N/A	Y	Y	N/A	N/A	N/A	Y

## Proposed Land Use Permit Fee Adjustments

- Requesting adjustments to align the cost of services with permit fees for land use permitting
  - Level of Service (LOS):
    - Conditional Use Permit: Current 120 days // Future 90 days
    - Boundary Line Adjustment Permit: Current 60 days // Future 30 days
    - Shoreline Permit: Current 120 days // Future 90days
    - Variance Permit: Current 90 days // Future 60 days

Permit Types	Project Type	Current Tacoma Fees	Proposed Tacoma Fees	Pierce County Fees	Kitsap County Fees	Vancouver Fees
Appeal	Includes Environmental Appeals	\$350	\$1,000	\$3,360	\$500	\$1,763
Conditional Use	General (proposal to include all daycare centers)	\$5,080	\$5,000	\$3,340	\$3,510	\$7,450
Boundary Line Adjustment	Boundary Line Adjustment - 2 lots	\$1,020	\$1,800	\$1,975	\$0	\$926
Shoreline	Substantial Developemnt/CUP/Variance (Single Family/Duplex)	\$850	\$6,000	\$5,430	\$7,670	\$6,170
Variance	Single Family Residential	\$850	\$3,000	\$1,870	\$1,560	\$1,914

9

## Summary – Projected Permit Fee Revenue Increase

- Overall proposed fee increases equate to approximately 9.3% per biennium in permit fund revenue



10

## Next Steps



- Permit Task Force Presentation – September 20, 2018
- Stakeholder Outreach – September and October
- Council Study Session – October 9, 2018
- Government Performance Finance Committee – October 16, 2018



## Proposed Fee Adjustments

City of Tacoma | Planning and Development Services

Government Performance Finance Committee  
September 18, 2018

ITEM #

