



TO: Elizabeth A. Pauli, City Manager
FROM: Peter Huffman, Planning and Development Services Director *PA*
COPY: Government Performance and Finance Committee; Andy Cherullo, Finance Director;
Anna Le, Management Fellow
PRESENTER: Corey Newton, P.E., Site and Building Division Manager
SUBJECT: Updated Planning and Development Services Fee Schedule
DATE: May 7, 2024

PRESENTATION TYPE:

Request for Resolution

SUMMARY:

Planning and Development Services (PDS) staff will review a proposed update to the PDS fee schedule to create a new fee structure related to the recent Tacoma Municipal Code Title 9 Urban Forestry changes. These fee adjustments will in part provide funding for the new PDS Arborist position. These new tree protection fees will assist in allowing the City to achieve its goals related to tree protection standards.

BACKGROUND:

The City Council passed Ordinance No. 28926 in December 2023. The Ordinance codified the new the Urban Forestry Section and the related tree protection standards. These new standards become effective June 1, 2024. The Ordinance also included permitting requirements in five distinct areas. The updated fee schedule would implement fees in these five areas, tree pruning, tree planting, tree removal (non-conflict), tree removal (conflict), and a canopy loss fee. PDS is proposing for the updated fee schedule to be implemented upon adoption.

ISSUE:

The current PDS fee schedule does not contain a fee structure to match the implemented Ordinance. The proposed PDS fee schedule aligns the updated Urban Forestry Code with the appropriate fees to allow for their collection by PDS. This adjustment will provide PDS will the ability to implement the new Ordinance.

ALTERNATIVES:

The City Council could choose not to modify the PDS fee schedule, however it could result in level of service impact or potentially a lack of resources to implement the policy.

FISCAL IMPACT:

Forecasting of a novel program may have larger deviation, however this PDS fee schedule adjustment is intended to provide an approximate annual increase of \$41,200 in funding.

RECOMMENDATION:

PDS recommends adoption of the updated PDS fee schedule to ensure a fiscally sustainable permitting system, and to assist with implementing the City’s policies on tree protection.