



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## MEMORANDUM

**To:** Chair Spivey and Members of the Planning Commission  
**From:** Planning and Community Development Department Staff  
**Subject:** Fee Update  
**Date:** April 5, 2018

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Planning and Community Development Department is recommending an update to the department's fee schedules. Upon review, application fees have not been updated since at least 1980, and they have not been adjusted for inflation. Staff have compiled several options for the Planning Commission to consider.

Option A is a simple conservative increase of the current fee schedule, very similar to option B. Option B adjusts the current adopted fees for inflation, using 1980 as a baseline. Option C is a fee schedule based on a conservative estimate of what permits cost in notice, staff time, recording costs, and supplies. This conservative estimate does not include all costs, such as overhead and other operation and maintenance costs. Option D is the average between Option B (Inflation from 1980) and Option C (conservative cost of permits).

Costs associated with permitting include staff time (compiling packets, conducting site visits, consulting with other departments, analyzing and writing reports, presenting to relevant commissions, and follow-up work), supplies and postage (mailings, paper copies, notice in the paper, Legistar subscription), and general agency costs (building maintenance, utilities). Option C was calculated conservatively to try to capture the portion of staff salary and benefits expended and the public notice costs associated with each permit. Many other costs, such as building utilities and consultation with other departments, was not included in the calculation. While conservative, the cost Options C and D are those most aligned with covering these costs.

In terms of additional annual revenue and using 2017 figures for numbers of permits, Option A may result in \$11,960 additional revenue, Option B in \$10,821.72 additional revenue, Option C in \$50,350 additional revenue, and Option D in \$30,540 additional revenue. In 2017, actual planning fees calculated were calculated at only \$4990.

In addition to the proposed fee amendments, staff propose four new fees. These involve appeals and reconsiderations, postponements, preliminary plan review, and provision of property information such as deeds. These four areas can be time-intensive on staff and often result in supplies and postage expenses. In addition to generating some revenue, these proposed new fees can encourage applicants to do more work on their end before bringing projects forward for consideration. Please note that the

proposed new fee for provision of property information, such as deeds, will apply to both Planning and Assessing Departments.

Additional fee revenue can help to cover some of the costs of the department, and shifts the cost burden from the taxpayers at large to the individuals and businesses actually seeking permits. In addition, a fee increase can serve as an encouragement to developers to work out the details of their applications prior to submitting the formal application, and dissuades property owners from seeking unnecessary variances. In conjunction with amendments to development standards that are in process, the fee update has the potential to reduce short-range planning requests, which could free up more staff time and resources to focus on long-range planning projects, such as neighborhood master plans and economic development opportunities.

Several processes are outlined in Sitka General Code (SGC) for fee schedule approval. Lease application fee figures are outlined in SGC Title 18, requiring an ordinance to amend the code and change those fees. SGC 21.52.140 states that fees associated with subdivision code shall be adopted by the Assembly. SGC 22.30.100 states that zoning fees are established by “the municipality.” Ultimately, the Planning Commission’s role is to make recommendations on such changes to the Assembly.

**Recommended Action:** Recommend approval of a fee schedule update (Option C or D) and related Sitka General Code text amendment.



# City and Borough of Sitka

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## SITKA PLANNING DEPARTMENT FEE SCHEDULE

April 5, 2000

Variance .....	\$75.00
Conditional Use Permit .....	\$100.00
Bed & Breakfast Conditional Use Permit (per guestroom) .....	\$35.00
Short-term Rental Conditional Use Permit .....	\$100.00
Minor Subdivision .....	\$50.00
Major Subdivision .....	\$50.00
Lot Merger .....	\$35.00
Boundary Line Adjustment .....	\$25.00
Zoning Map Change .....	\$100.00
Zoning Text Change .....	\$100.00
Tideland Lease .....	\$150.00
Plus advertising costs	

PLANNING FEES AND ACTUAL COSTS								
TYPE	CURRENT	ADJUSTED FOR INFLATION FROM 1980	STAFF HOURS	STAFF COST	RECORDING FEES	NOTICE (NEWSPAPER AND MAILING)	TOTAL COST	
Variance (to the Planning Commission)	\$ 75.00	\$ 237.65	15	\$ 720.00	\$ -	\$ 110.00	\$	830.00
Variance (administrative)	\$ 75.00	\$ 237.65	5	\$ 240.00	\$ -	\$ -	\$	240.00
CUP	\$ 100.00	\$ 316.87	15	\$ 720.00	\$ -	\$ 125.00	\$	845.00
B&B CUP	\$ 35.00	\$ 110.90	15	\$ 720.00	\$ -	\$ 125.00	\$	845.00
STR CUP	\$ 100.00	\$ 316.87	15	\$ 720.00	\$ -	\$ 125.00	\$	845.00
PUD	\$ 50.00	\$ 158.43	30	\$ 1,440.00	\$ 50.00	\$ 300.00	\$	1,790.00
Minor Sub	\$ 50.00	\$ 158.43	20	\$ 960.00	\$ 50.00	\$ 175.00	\$	1,185.00
Major Sub	\$ 50.00	\$ 158.43	30	\$ 1,440.00	\$ 50.00	\$ 300.00	\$	1,790.00
Lot Merger	\$ 35.00	\$ 110.90	20	\$ 960.00	\$ 50.00	\$ 125.00	\$	1,135.00
Boundary Line Adjustment	\$ 25.00	\$ 79.22	5	\$ 240.00	\$ 50.00	\$ -	\$	290.00
Zoning Map Amendment	\$ 100.00	\$ 316.87	30	\$ 1,440.00	\$ -	\$ 400.00	\$	1,840.00
Zoning Text Amendment	\$ 100.00	\$ 316.87	30	\$ 1,440.00	\$ -	\$ -	\$	1,440.00
Tideland Lease	\$ 150.00	\$ 475.30	40	\$ 1,920.00	\$ -	\$ 400.00	\$	2,320.00
Land Purchase	\$ 300.00	\$ 950.61	40	\$ 1,920.00	\$ 50.00	\$ 400.00	\$	2,370.00
Devel. Rev. Comm.	\$ -	\$ -	10	\$ 480.00	\$ -	\$ -	\$	480.00
							\$	-

Notes:  
Average hourly cost: \$48. This figure includes both wages and benefits.  
Figures are approximate and may vary on a case by case basis.  
Rescheduling at the applicant's request, a minor amendment, and appealing a decision would cost half of the original fee.  
A major amendment would require the full fee to be paid again.

Revenue Comparison - 2017 Figures																													
	NUMBER OF REQUESTS IN 2017				OPTION A FEES (CONSERVATIVE)			OPTION B FEES (INFLATION ADJ.)			OPTION C FEES (ACTUAL COST)			OPTION D COST AVERAGE OF C & B															
TYPE		CURRENT FEE	2017 REVENUE		OPTION A REVENUE	OPTION A GAIN		OPTION B REVENUE	OPTION B GAIN		OPTION C REVENUE	OPTION C GAIN		OPTION D REVENUE	OPTION D GAIN														
Variance (to the Planning Commission)	11	\$	75.00	\$	825.00	\$	300.00	\$	3,300.00	\$	2,475.00	\$	237.65	\$	2,614.15	\$	1,789.15	\$	830.00	\$	9,130.00	\$	8,305.00	\$	530.00	\$	5,830.00	\$	5,005.00
Variance (administrative)	5	\$	75.00	\$	375.00	\$	150.00	\$	750.00	\$	375.00	\$	237.65	\$	1,188.25	\$	813.25	\$	240.00	\$	1,200.00	\$	825.00	\$	240.00	\$	1,200.00	\$	825.00
CUP	15	\$	100.00	\$	1,500.00	\$	400.00	\$	6,000.00	\$	4,500.00	\$	316.87	\$	4,753.05	\$	3,253.05	\$	845.00	\$	12,675.00	\$	11,175.00	\$	580.00	\$	8,700.00	\$	7,200.00
B&B CUP	0	\$	35.00	\$	-	\$	200.00	\$	-	\$	-	\$	110.90	\$	-	\$	-	\$	845.00	\$	-	\$	-	\$	480.00	\$	-	\$	-
STR CUP	12	\$	100.00	\$	1,200.00	\$	200.00	\$	2,400.00	\$	1,200.00	\$	316.87	\$	3,802.44	\$	2,602.44	\$	845.00	\$	10,140.00	\$	8,940.00	\$	580.00	\$	6,960.00	\$	5,760.00
PUD	0	\$	50.00	\$	-	\$	600.00	\$	-	\$	-	\$	158.43	\$	-	\$	-	\$	1,790.00	\$	-	\$	-	\$	975.00	\$	-	\$	-
Minor Sub	3	\$	50.00	\$	150.00	\$	200.00	\$	600.00	\$	450.00	\$	158.43	\$	475.29	\$	325.29	\$	1,185.00	\$	3,555.00	\$	3,405.00	\$	670.00	\$	2,010.00	\$	1,860.00
Major Sub	0	\$	50.00	\$	-	\$	300.00	\$	-	\$	-	\$	158.43	\$	-	\$	-	\$	1,790.00	\$	-	\$	-	\$	975.00	\$	-	\$	-
Lot Merger or Other Replat (1 hearing)	4	\$	35.00	\$	140.00	\$	200.00	\$	800.00	\$	660.00	\$	110.90	\$	443.60	\$	303.60	\$	1,135.00	\$	4,540.00	\$	4,400.00	\$	625.00	\$	2,500.00	\$	2,360.00
Boundary Line Adjustment	2	\$	25.00	\$	50.00	\$	100.00	\$	200.00	\$	150.00	\$	79.22	\$	158.44	\$	108.44	\$	290.00	\$	580.00	\$	530.00	\$	185.00	\$	370.00	\$	320.00
Zoning Map Amendment	0	\$	100.00	\$	-	\$	600.00	\$	-	\$	-	\$	316.87	\$	-	\$	-	\$	1,840.00	\$	-	\$	-	\$	1,080.00	\$	-	\$	-
Zoning Text Amendment	0	\$	100.00	\$	-	\$	600.00	\$	-	\$	-	\$	316.87	\$	-	\$	-	\$	1,440.00	\$	-	\$	-	\$	880.00	\$	-	\$	-
Land/Tideland Lease	5	\$	150.00	\$	750.00	\$	500.00	\$	2,500.00	\$	1,750.00	\$	475.30	\$	2,376.50	\$	1,626.50	\$	2,320.00	\$	11,600.00	\$	10,850.00	\$	1,400.00	\$	7,000.00	\$	6,250.00
Land/Tideland Purchase	0	\$	300.00	\$	-	\$	500.00	\$	-	\$	-	\$	950.61	\$	-	\$	-	\$	2,370.00	\$	-	\$	-	\$	1,660.00	\$	-	\$	-
Devel. Rev. Comm.	4	\$	-	\$	-	\$	100.00	\$	400.00	\$	400.00	\$	-	\$	-	\$	-	\$	480.00	\$	1,920.00	\$	1,920.00	\$	240.00	\$	960.00	\$	960.00
				\$	4,990.00		\$	-	\$	11,960.00		\$	-	\$	10,821.72		\$	-	\$	-	\$	50,350.00				\$	35,530.00	\$	30,540.00

### Additional Fees Proposed

New Fees Proposed	Rate	Associated Costs
Appeal/Reconsideration of Decision	\$100 + public notice	Mailings/Notice, Staff Analysis and Presentation, Assembly Time
Postponement at Petitioner's Request	\$100 + public notice	Staff Preparation, Mailings/Notice
Preliminary Plan Review	\$50/hour	Staff Analysis and Correspondence
Property Information - Plats, Deeds, As-Built Surveys, etc.	\$5/page	Staff Research, Supplies

**18.16.050 Procedures and fees for Class I, Class II, and Class III approvals.**

- A. Class I approvals may be made by the administrator with or without the approval of the assembly. It shall follow the submittal of a completed application on the form prepared by the municipality and detailed sketch. The fee for the permit shall be a monthly charge established by the administrator.
- B. Class II approvals shall be made by the assembly by motion following the procedures outlined in Sections 18.16.060 through 18.16.090. The assembly may, at its discretion, require that a Class II facility follow the procedures required for a Class III facility.
- C. Class III approvals shall be made in accordance with the procedures outlined in Sections 18.16.100 through 18.16.220.

(Ord. 03-1751 § 4 (part), 2003.)

**18.16.060 Class IIA, Class IIB, and Class IIC approvals – Application requirements.**

- A. Class II approvals for permits for personal noncommercial docks and facilities and mooring buoys that are immediately seaward of deeded lands and deeded tidelands. Application forms for Class II approvals shall be obtained from and returned to the municipal clerk and each form shall include the information required by the municipality. The application shall be accompanied by full dimensioned vertical and horizontal drawings of the facility with an approximate scale. These drawings are in lieu of a plat prepared by a registered surveyor that is required of Class III facilities. These drawings shall show all environmentally sensitive areas. An approved corps of engineers permit shall be submitted with the application for a Class IIA and Class IIB facility.
- B. The application shall be accompanied by a two hundred fifty dollar application fee for a Class IIA and Class IIB personal use dock, which is intended to offset the municipality's processing costs. There shall be a one hundred fifty dollar application fee for a Class IIC mooring buoy.
- C. Only the upland property owner shall have the ability of applying for a Class II permit.
- D. The Class II permit shall only be valid for two years unless construction of the dock is actively underway. Any request for extension of the permit must be filed prior to the end of the approval period. Only one single one-year extension may be granted.

(Ord. 03-1751 § 4 (part), 2003.)

**18.16.110 Class III – Formal application.**

- A. Application forms shall be obtained from and returned to the municipal clerk and each form shall include the information required by the municipality and be accompanied by a filing fee of three hundred dollars unless otherwise directed by the applicable sections. The filing fee will not be refunded, including cases in which the application is rejected. All checks and/or money orders shall be made payable to the city and borough of Sitka.
- B. Deposit. In addition to the filing fee the municipal clerk shall require applicants to deposit with the finance director a sum sufficient to cover all anticipated costs of advertisement and notice mailing of the area under application. In the event the land applied for is disposed to other than the applicant, then within twenty days after the auction, the successful bidder shall be required to pay advertising costs including reimbursing the applicant a reasonable amount for the plat. The original deposit will be returned to the depositor. If the depositor cancels his application or fails to accept the lease within thirty days of being offered by the municipality, the deposited moneys shall be forfeited.

(Ord. 03-1751 § 4 (part), 2003.)

**21.52.140 Fees.**

The assembly shall adopt a schedule of fees for plat, variance, and vacation applications, and for appeals under this title. Specifically, fees shall be set for:

- A. All subdivision plat applications;
- B. Platting variance;
- C. Street or other dedication;
- D. Vacation and appeals;
- E. Planned unit development;
- F. Boundary survey application;
- G. Subdivision replat.

(Ord. 03-1729 § 4 (part), 2003.)

**22.30.100 Fees.**

The municipality shall establish fees for all aspects of the application and review process including, but not limited to, applications for permits, meetings, plan checking, inspections, testing, general facilities charges, impact mitigation, and other administrative activities. (Ord. 02-1683 § 4 (part), 2002.)

**Article IV. Public Notice Requirements**