



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

|                   |                   |
|-------------------|-------------------|
| <b>ITEM DATE:</b> | <b>ITEM TIME:</b> |
| March 12, 2019    | 10:30 am          |

|                      |   |
|----------------------|---|
| <b>FROM:</b>         | <b>Kristy Winsor, Planning</b>  |
| <b>TODAY'S DATE:</b> | February 22, 2019   |
| <b>AGENDA TITLE:</b> | PL-17-109; Adoption of amendment to Appendix B Fee Schedule of the Zoning Regulations |

|  |  |
|--|--|
| <b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>            |  |
| <input checked="" type="checkbox"/> <b>ACTION ITEM</b> |  |
| <input type="checkbox"/> <b>DIRECTION</b>              |  |
| <input type="checkbox"/> <b>INFORMATION</b>            |  |

**I. DESCRIBE THE REQUEST OR ISSUE:**  
 The Planning Department Fee Schedule was a discussion item before you because it is an appendix of the Regulations and as such can only be amended by resolution from the Board of County Commissioners.

**II. RECOMMENDED ACTION (*motion*):**  
 Approval and Authorize the Chair to sign the attached resolution.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**  
**PROPOSED REVENUE (*if applicable*): \$ N/A**  
**CURRENT BUDGETED AMOUNT: \$ N/A**  
**PROPOSED EXPENDITURE: \$ N/A**  
**FUNDING SOURCE: N/A**  
**SUPPLEMENTAL BUDGET NEEDED: YES  NO**

*Explanation:*

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**  
 N/A



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

**V. BACKGROUND INFORMATION:**

As a brief overview, the fee structure and the way fees are assessed goes back before 2005 and has been periodically updated, last revised in 2011. Public hearings were held by Planning Commission and the Board and both agreed to raise the base fee amounts from \$120 per hour to \$134 per hour (see summary below). At the direction of the Board, staff scheduled the attached resolution for consent agenda.

Staff acknowledges that this resolution could have been scheduled shortly thereafter its approval in 2017 but at the time, staff was looking for a best case solution to our software issues. We continue to have limitations with respect to Viewpoint our permit software not being able to auto bill. This coupled with this same issue with the new Munis accounting software, it has created many challenges for billing purposes resulting in many work arounds. Therefore, staff put this project on hold until we had a better solution. At this point, it has been a considerable amount of time and we anticipate billing solutions on the horizon included in the purchase of the new County permitting software. Therefore, staff thought it be best to move forward with this resolution and implementing fees with the workarounds we temporarily have in place.

**VI. LEGAL ISSUES:**

N/A

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A



## ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA COMMUNICATION FORM

### VIII. SUMMARY AND OTHER OPTIONS:

The base fee structure is the average number of hours devoted to a typical project, multiplied by the planner hourly rate of \$120/hour. The planner hourly rate is calculated by the Routt County County's Accounting Department. It is based on the hourly salary plus and employee benefit costs of the planning staff positions combined with an hourly overhead cost for the office to establish the actual cost of County staff time or expense devoted to the review of a particular project. For example, typical review hours of a Conditional Use Permit is 5 hours of staff time multiplied by \$120 (hourly rate) is a \$600 application fee. Additional staff planner time not covered by the Minimum Base Fee charges are billed to an applicant at a rate of \$120/hour.

The direction was to raise the base fee amounts using the revised planner fee cost of \$134. The exceptions noted were for those review types where there is a plat review included in the process. In those instances the base fee amounts would remain the same but the planner fee cost would be charged at the new planner rate of \$134/per hour for hours not covered by the base fee. Since these review types generally take more time after approval, the thought was applicants pay for the time it takes to go through the process. If an application is more complex or the applicant is taking more time, then they would pay more after the base rate.

Other changes staff was directed to make were to remove Subdivision Improvement Agreement (SIA) category from the fee schedule and add 1041 Review to the "Other Review that requires County Approval" category. Last, the fee for Site Plan review was reduced from \$1,500 to the same fee for a Conditional Use Permit since they both have the same review process approved by Planning Commission and typically take the same review time.

At the direction of the Board, staff scheduled this resolution for consent agenda.

- Resolution; and
- Exhibit A Fee Schedule

## APPENDIX B: ROUTT COUNTY PLANNING DEPARTMENT FEE SCHEDULE

Effective

**MINIMUM BASIC FEES:** The Minimum Basic Fees listed shall be paid in full at the time of application. An application will not be deemed complete and scheduled for review until the Minimum Basic fee has been paid in full. The Minimum Basic Fee is designed to cover basic filing, publication and processing costs. It also includes the minimum amount of Staff Planner time typically required for an application of that type. Refunds may be given for a base fee reimbursement for unused planner time in excess of 30 minutes.

**HOURLY FEES:** Hourly Fees will be charged for Staff Planner time not covered by the Minimum Basic Fees. Staff Planner time will be charged at a minimum rate of **134/hr.** This rate may be adjusted by the Planning Director as necessary. Hourly Fees apply to all review processes unless otherwise noted.

**ANNUAL FEES:** Permits/Approvals that require an ongoing review and administration (as determined by the Planning Director) are required to pay Annual Fees as noted below. Annual Fees apply to all active Permits/Approvals including those issued prior to the adoption of this fees schedule. Additional Annual Fees for mitigation monitoring will be charged on an hourly basis for any staff time necessary to review and/or implement conditions of approval.

**RENEWAL FEES:** 50% of the minimum basic fee will be charged to process administrative renewals that are authorized under the original conditions of approval.

**SPECIAL FEES:** Special fees may be charged at the discretion of the Planning Director for professional consultants or special research/analysis that is required to ensure adequate review of a development application.

**DIGITAL SCANNING SURCHARGE:** Application materials and final plats which are not submitted in a digital format that conforms to Planning Department application requirements will be subject to a minimum surcharge of \$50. Additional charges may apply based on an Administrative staff rate of \$50/hr to complete any required scanning and/or document conversion.

**APPROVALS/PERMITS ARE CONTINGENT ON FULL PAYMENT OF ALL APPLICABLE FEES:** This includes any and all Minimum Basic Fees, Hourly Fees, Annual Fees, Surcharges, and/or Special Fees. Approvals/Permits with outstanding balances that exceed 90 days will be revoked.

| REVIEW PROCESS                                | MINIMUM BASIC FEES              | ANNUAL FEES | NOTES  |
|---|---------------------------------|-------------|--|
| Minor Use Permit                              | \$112                           |             |  |
| Building Permit Review                        | \$56                            |             | <i>Collected at permit application through Building Dept. Hourly rates apply for reviews more than ½ hour.</i>   |
| Floodplain Development Permit                 | \$112                           |             |  |
| Sign Permit                                   | \$56                            |             | <i>No Hourly Fees</i>  |
| 35-acre Subdivision Plat Road Review          | \$1,675                         |             |  |
| Land Preservation Subdivision Exemption (LPS) | \$1,116+\$100/<br>buildable lot |             |  |
| LPS Amendments                                | Minor \$540<br>Major \$1,116    |             | <i>Major and Minor amendments as defined in Section 2 of the Subdivision Regulations</i>   |
| Minor Development Subdivision Exemption       | \$1,116                         |             |  |
| Pre-Application Conference                    | \$1,116                         |             |  |
| Administrative Permit                         | \$446                           | \$50        | <i>Additional Annual Fees for mitigation monitoring may apply</i><br><br><i>No Fee for Waterbody Setback Permit required for buildable lot access</i><br><br><i>Total fees collected for electric or solar thermal devices shall not exceed actual costs to the County and up to a maximum of \$500 for residential systems.</i> |

|  |                          |  |   |
|--|--------------------------|--|---|
| <b>Conditional Use Permit</b>  | <b>\$670</b>             | \$50   | <i>Additional Annual Fees for mitigation monitoring may apply</i><br><br><i>Total fees collected for electric or solar thermal devices shall not exceed actual costs to the County and up to a maximum of \$1000 for non-residential systems.</i> |
| <b>Special Use Permit (Non-mining)</b>   | <b>\$894</b>             | \$100  | <i>Additional Annual Fees for mitigation monitoring may apply</i>   |
| <b>Special Use Permit (Mining, mineral extraction and related uses)</b>  | <b>\$1,675</b>           | \$200 (<10 acre permit area)<br>\$400 (10+ acre permit area) | <i>Additional Annual Fees for mitigation monitoring may apply</i>   |
| <b>Amendment to Zoning Map</b>   | <b>\$1,116</b>           |  | <i>50% reduction in Minimum Basic Fee for Milner rezone AF to LDR, MDR, or GR</i><br><br><i>50% reduction in Minimum Basic Fee for Steamboat Lake Subdivision or Stagecoach rezone from LDR, MDR, HDR, or GR to MRE</i>                           |
| <b>Zoning Variance</b>   | <b>\$1,116</b>           |  | <i>Total fees collected for electric or solar thermal devices shall not exceed actual costs to the County and up to a maximum of \$500 for residential systems and \$1000 for non-residential systems.</i>  |
| <b>Conceptual PUD Plan</b>   | <b>\$1,116</b>           |  |   |
| <b>Final PUD Plan</b>  | <b>\$2,232</b>           |  |   |
| <b>Subdivision Exemption (BCC review only)</b>   | <b>\$2,232</b>           |  | <i>Creation of new tracts of land or residential sites</i>  |
| <b>Pre-App./Sketch Subdivision</b>   | <b>\$540 + \$20/lot</b>  |  | <i>Final Plats and Replats that combine Pre-Application, Sketch, Preliminary and Final Subdivision review will be charged Final Subdivision Plat fees</i>   |
| <b>Preliminary Subdivision</b>   | <b>\$2,232+ \$40/lot</b> |  |   |
| <b>Final Subdivision Plat</b>  | <b>\$1,000 \$20/lot</b>  |  |   |
| <b>Plat Correction</b>   | <b>\$600</b>             |  |   |
| <b>Lot Line Adjustment</b>   | <b>\$600</b>             |  |   |
| <b>Consolidation Plat</b>  | <b>\$600</b>             |  |   |
| <b>Division of Land for Public Purposes</b>  | <b>1,116</b>             |  |   |
| <b>Vacation of Plat, Right-of-Way or Public Utility Easement</b>   | <b>\$750</b>             |  |   |
| <b>Site Plan Review</b>  | <b>\$1,500-670</b>       |  |   |
| <b>Other review that requires County approval</b> (including 1041 Review, Master, Comprehensive, and Community Plan amendments including Urban Growth Boundary Expansions) |                          |  | <i>Hourly fees only. A \$1,200 deposit against which the hourly rate will be applied is required. Any unused balances will be returned to the applicant.</i>  |

**RESEARCH<sup>1</sup>:** First three (3) hours no charge; each additional hour will be charged at the current rate for Hourly Fees. Research requests shall be submitted for review and approval of the Planning Director prior to the initiation of any staff research. The Director shall determine if the requested research is appropriate based on the nature of the research requested, the amount of research requested, and the available staff time.

**PLANNING DIRECTOR DETERMINATION/INTERPRETATION LETTER:** Hourly Fees will apply (\$50 minimum).

<sup>1</sup>Research is defined as the interpretation of documents in the planning files of the County. By way of example and not limitation, a party may request research as to the history of the zoning for a particular parcel or for the history and status of a planning approval for a specific parcel. This section is not intended to replace or nullify a citizen's rights under the Open Records Act to inspect and copy a specifically described document or documents or file.

**APPEALS:** Appeals in accordance with the Zoning Regulations will be charged Minimum Basic Fees and Hourly Fees at the same rate as the original application.

**AFTER THE FACT REVIEW:** An additional charge equal to the total applicable Minimum Basic Fees shall be applied to all applications for Approvals/Permits that are received after the start of construction and/or operation. These additional fees will not be used to offset any Hourly Fees that may apply.

**MULTIPLE PROCESSES:** In general an application will be charged the total of all applicable Minimum Basic Fees at the time of application. However the Planning Director may adjust the aggregate of fees for concurrent multiple processes based upon the scope and complexity of each affected application and the cost to Routt County to complete the reviews.

**REFUNDS:** A written request may be made for a base fee reimbursement for unused planner time in excess of 30 minutes. Fees other than for unused planner time will not be refunded for any processing or partial processing of an application except as approved by the Board of County Commissioners.

**OTHER DEPARTMENT AND AGENCY FEES:** Applicant will be responsible for any and all fees charged by other departments or agencies necessary to process application including but not limited to:

- a) Colorado Geologic Survey subdivision review fees
- b) Steamboat Springs Rural Fire Protection District Review Fees
- c) Clerk and Recorder Fees
- d) Routt County Building Department

**CRITERIA FOR THE WAIVER OF FEES FOR SPECIAL PROJECTS:** Fees may be reduced or waived by the Planning Director or the Board of County Commissioners. In general, but not limited to, the following categories will be used to determine if a fee reduction or waiver is appropriate:

- a) Projects of public entities.
- b) Projects of non-profit entities that will have a substantial benefit to the citizens of Routt County.
- c) Projects initiated by Routt County

## APPENDIX B: ROUTT COUNTY PLANNING DEPARTMENT FEE SCHEDULE

Effective 9/27/2011

**MINIMUM BASIC FEES:** The Minimum Basic Fees listed shall be paid in full at the time of application. An application will not be deemed complete and scheduled for review until the Minimum Basic fee has been paid in full. The Minimum Basic Fee is designed to cover basic filing, publication and processing costs. It also includes the minimum amount of Staff Planner time typically required for an application of that type.

**HOURLY FEES:** Hourly Fees will be charged for Staff Planner time not covered by the Minimum Basic Fees. Staff Planner time will be charged at a minimum rate of ~~\$120~~ **\$134/hr**. This rate may be adjusted by the Planning Director as necessary. Hourly Fees apply to all review processes unless otherwise noted.

**ANNUAL FEES:** Permits/Approvals that require an ongoing review and administration (as determined by the Planning Director) are required to pay Annual Fees as noted below. Annual Fees apply to all active Permits/Approvals including those issued prior to the adoption of this fees schedule. Additional Annual Fees for mitigation monitoring will be charged on an hourly basis for any staff time necessary to review and/or implement conditions of approval.

**RENEWAL FEES:** 50% of the minimum basic fee will be charged to process administrative renewals that are authorized under the original conditions of approval.

**SPECIAL FEES:** Special fees may be charged at the discretion of the Planning Director for professional consultants or special research/analysis that is required to ensure adequate review of a development application.

**DIGITAL SCANNING SURCHARGE:** Application materials and final plats which are not submitted in a digital format that conforms to Planning Department application requirements will be subject to a minimum surcharge of \$50. Additional charges may apply based on an Administrative staff rate of \$50/hr to complete any required scanning and/or document conversion.

**APPROVALS/PERMITS ARE CONTINGENT ON FULL PAYMENT OF ALL APPLICABLE FEES:** This includes any and all Minimum Basic Fees, Hourly Fees, Annual Fees, Surcharges, and/or Special Fees. Approvals/Permits with outstanding balances that exceed 90 days will be revoked.

| REVIEW PROCESS                                | MINIMUM BASIC FEES                            | ANNUAL FEES | NOTES   |
|---|---|-------------|---|
| Minor Use Permit                              | \$100 112                                     |             |   |
| Building Permit Review                        | \$50 56                                       |             | Collected at permit application through Building Dept. Hourly rates apply for reviews more than ½ hour.   |
| Floodplain Development Permit                 | \$100 112                                     |             |   |
| Sign Permit                                   | \$50 56                                       |             | No Hourly Fees  |
| 35-acre Subdivision Plat Road Review          | \$1,000 1,675                                 |             |   |
| Land Preservation Subdivision Exemption (LPS) | \$1,000<br>1,116+\$100/<br>buildable lot      |             |   |
| LPS Amendments                                | Minor - \$500-540<br>Major - \$1,000<br>1,116 |             | Major and Minor amendments as defined in Section 2 of the Subdivision Regulations   |
| Minor Development Subdivision Exemption       | \$1,000 1,116                                 |             |   |
| Pre-Application Conference                    | \$1,000 1,116                                 |             |   |
| Administrative Permit                         | \$400 446                                     | \$50        | Additional Annual Fees for mitigation monitoring may apply<br><br>No Fee for Waterbody Setback Permit required for buildable lot access<br><br>Total fees collected for electric or solar thermal devices shall not exceed actual costs to the County and up to a maximum of \$500 for residential systems. |

|  |   |  |   |
|--|---|--|---|
| <b>Conditional Use Permit</b>  | <b>\$600-670</b>                              | \$50   | <i>Additional Annual Fees for mitigation monitoring may apply</i><br><br><i>Total fees collected for electric or solar thermal devices shall not exceed actual costs to the County and up to a maximum of \$1000 for non-residential systems.</i> |
| <b>Special Use Permit (Non-mining)</b>   | <b>\$800-894</b>                              | \$100  | <i>Additional Annual Fees for mitigation monitoring may apply</i>   |
| <b>Special Use Permit (Mining, mineral extraction and related uses)</b>  | <b>\$1,500-1,675</b>                          | \$200 (<10 acre permit area)<br>\$400 (10+ acre permit area) | <i>Additional Annual Fees for mitigation monitoring may apply</i>   |
| <b>Amendment to Zoning Map</b>   | <b>\$1,000-1,116</b>                          |  | <i>50% reduction in Minimum Basic Fee for Milner rezone AF to LDR, MDR, or GR</i><br><br><i>50% reduction in Minimum Basic Fee for Steamboat Lake Subdivision or Stagecoach rezone from LDR, MDR, HDR, or GR to MRE</i>                           |
| <b>Zoning Variance</b>   | <b>\$1,000-1,116</b>                          |  | <i>Total fees collected for electric or solar thermal devices shall not exceed actual costs to the County and up to a maximum of \$500 for residential systems and \$1000 for non-residential systems.</i>  |
| <b>Conceptual PUD Plan</b>   | <b>\$1,000-1,116</b>                          |  |   |
| <b>Final PUD Plan</b>  | <b>\$2,000-2,232</b>                          |  |   |
| <b>Subdivision Exemption (BCC review only)</b>   | <b>\$2,000-2,232</b>                          |  | <i>Creation of new tracts of land or residential sites</i>  |
| <b>Pre-App./Sketch Subdivision</b>   | <b>\$500-540 + \$20/lot</b>                   |  | <i>Final Plats and Replats that combine Pre-Application, Sketch, Preliminary and Final Subdivision review will be charged Final Subdivision Plat fees</i>   |
| <b>Preliminary Subdivision</b>   | <b>\$2,000-2,232+ \$40/lot</b>                |  |   |
| <b>Final Subdivision Plat</b>  | <b>\$1,000-\$20/lot</b>                       |  |   |
| <b>Subdivision Improvement Agreement</b>   | <b>\$1,000 or \$200/lot whichever is less</b> |  |   |
| <b>Plat Correction</b>   | <b>\$600</b>                                  |  |   |
| <b>Lot Line Adjustment</b>   | <b>\$600</b>                                  |  |   |
| <b>Consolidation Plat</b>  | <b>\$600</b>                                  |  |   |
| <b>Division of Land for Public Purposes</b>  | <b>\$1,000-1,116</b>                          |  |   |
| <b>Vacation of Plat, Right-of-Way or Public Utility Easement</b>   | <b>\$750</b>                                  |  |   |
| <b>Site Plan Review</b>  | <b>\$1,500-670</b>                            |  |   |
| <b>Other review that requires County approval (including 1041 Review, Master, Comprehensive, and Community Plan amendments including Urban Growth Boundary Expansions)</b> |   |  | <i>Hourly fees only. A \$1,200 deposit against which the hourly rate will be applied is required. Any unused balances will be returned to the applicant.</i>  |

**RESEARCH<sup>1</sup>:** First three (3) hours no charge; each additional hour will be charged at the current rate for Hourly Fees. Research requests shall be submitted for review and approval of the Planning Director prior to the initiation of any staff research. The Director shall determine if the requested research is appropriate based on the nature of the research requested, the amount of research requested, and the available staff time.

**PLANNING DIRECTOR DETERMINATION/INTERPRETATION LETTER:** Hourly Fees will apply (\$50 minimum).

<sup>1</sup>Research is defined as the interpretation of documents in the planning files of the County. By way of example and not limitation, a party may request research as to the history of the zoning for a particular parcel or for the history and status of a planning approval for a specific parcel. This section is not intended to replace or nullify a citizen's rights under the Open Records Act to inspect and copy a specifically described document or documents or file.



**APPEALS:** Appeals in accordance with the Zoning Regulations will be charged Minimum Basic Fees and Hourly Fees at the same rate as the original application.

**AFTER THE FACT REVIEW:** An additional charge equal to the total applicable Minimum Basic Fees shall be applied to all applications for Approvals/Permits that are received after the start of construction and/or operation. These additional fees will not be used to offset any Hourly Fees that may apply.

**MULTIPLE PROCESSES:** In general an application will be charged the total of all applicable Minimum Basic Fees at the time of application. However the Planning Director may adjust the aggregate of fees for **concurrent multiple processes** based upon the scope and complexity of each affected application and the cost to Routt County to complete the reviews.

**REFUNDS:** A written request may be made for a base fee reimbursement for unused planner time in excess of 30 minutes. Fees other than for unused planner time will not be refunded for any processing or partial processing of an application except as approved by the Board of County Commissioners.

**OTHER DEPARTMENT AND AGENCY FEES:** Applicant will be responsible for any and all fees charged by other departments or agencies necessary to process application including but not limited to:

- a) Colorado Geologic Survey subdivision review fees
- b) Steamboat Springs Rural Fire Protection District Review Fees
- c) Clerk and Recorder Fees
- d) Routt County Building Department

**CRITERIA FOR THE WAIVER OF FEES FOR SPECIAL PROJECTS:** Fees may be reduced or waived by the Planning Director or the Board of County Commissioners. In general, but not limited to, the following categories will be used to determine if a fee reduction or waiver is appropriate:

- a) Projects of public entities.
- b) Projects of non-profit entities that will have a substantial benefit to the citizens of Routt County.
- c) Projects initiated by Routt County