
FROM: Planning Department Staff, Angie Rutherford
TO: Board of County Commissioners
RE: Fee Schedule Changes
DATE: December 29, 2012
MEETING: January 17, 2014



Background: State statute 63-1311 allows counties to recover their costs for processing applications. These application fees allow the planning department to charge an applicant a fee to process their application, rather than have the general taxpayers cover the costs. This is a “fee-for-service” model. The planning department has established set fees for all applications except applications for subdivisions in the Driggs Area of Impact (AOI).

The planning staff is working with the City of Driggs to streamline the application process for applications in the AOI. Prior to the adoption of the latest AOI Agreement with Driggs, applicants were required to apply, and pay the associate fee for both the City and the County. Instead of charging a fee for the City of Driggs and a fee for the County, we now use a joint application and assess a joint fee. This streamlining was approved in the most recent Area of Impact Agreement (Title 7). The fee is paid to the County and we will distribute the Driggs portion to City staff.

Procedure: We estimated the time, and therefore, expense of the “average” application of each subdivision size (as detailed in the attached spreadsheet). We added 15% to our costs to cover contingencies and then added a set fee for Driggs, as determined by their planning staff. The total of the City and the County would be the combined fee that we would charge. The County would keep our portion and distribute Driggs’ portion to them. Driggs may have an added charge for engineering review services.

These fees, in all but the smallest subdivision, are lower than the County’s fees, although direct comparisons are hard because the subdivision categories are not identical.

Benefits:

- More streamlined process for applicants;
- Most fees are between the County fee and the City fee (although side-by-side comparisons are difficult);
- Streamlined fee structure (do not have to pay two fees);
- One-stop-shop for applications in the Area of Impact (vs. two applications and two fees);
- Implements code that has already been adopted.

Findings:

- This request is in compliance with Idaho State Statute 63-1311 (1) which states: *Notwithstanding any other provision of the law, the governing board of any taxing district may impose and cause to be collected fees for those services provided by that district which would otherwise be funded by property tax revenues. The fees collected pursuant to this section shall be reasonably related to, but shall not exceed, the actual cost of the service being rendered.*
- This request implements Title 7 of the Teton County Code which states: 7-1-5-A-1-b: *The City Council and Board of County Commissioners shall adopt, by resolution, fees to recover estimated costs associated with processing each type of zoning and subdivision application. The combined fee amount shall be collected by the county planning department at the time of application filing. The county shall forward the city's fee portion to the city at the time the application file is transmitted to the city.*
- The fee schedule is not in conflict with any other part of the Teton County Code.
- The Comprehensive Plan encourages growth in and around cities. Streamlining the process will make it easier for a developer to apply for projects in these areas of impact appropriate for development.

Request: Planning staff is recommending the Board of County Commissioners approve this fee schedule for applications that are in the Area of Impact.

Suggested motion: *Having found that this fee schedule complies with state statute, implements Title 7 of the Teton County Code and is not in conflict with existing code or the Comp Plan, I move to approve the fee schedule as presented by staff in attachment #1 [with the following changes].*

**Subdivision
Applications**

		hours	rate	cost	COUNTY	CITY*	TOTAL (COUNTY + CITY)
2 lots	Staff Time - Planner: Consultation / Review / Meetings / Findings	20	65	1300		*Applicant will also be responsible for the cost of any City Engineer Review for proposed public water and sewer improvements.	
	Staff Time - Admin: File, Notice, Inquiries, Packets, Meeting, Minutes	4	25	100			
	Staff Time: Attorney	1	95	95			
	Staff Time - Engineer	2	125	250			
	Staff Time - GIS	3	45	135			
	P&Z Hearing & BoCC Hearing	1	140	140			
	Hearing Ad	1	50	50			
	Notice Mailing	3	25.5	76.5			
	Notice Posting	1	50	50			
				2196.5	\$2,526	\$300.00	\$2,825.98
3 - 9 lots	Staff Time - Planner: Consultation / Review / Meetings / Findings	24	65	1560			
	Staff Time - Admin: File, Notice, Inquiries, Packets, Meeting, Minutes	5	25	125			
	Staff Time: Attorney	1	95	95			
	Staff Time - Engineer	2	125	250			
	Staff Time - GIS	4	45	180			
	P&Z Hearing & BoCC Hearing	2	140	280			
	Hearing Ad	2	50	100			
	Notice Mailing	4	25.5	102			
	Notice Posting	1	50	50			
				2742	\$3,153	\$600.00	\$3,753.30
10 - 25 lots	Staff Time - Planner: Consultation / Review / Meetings / Findings	56	65	3640			
	Staff Time - Admin: File, Notice, Inquiries, Packets, Meeting, Minutes	5	25	125			
	Staff Time: Attorney	1.5	95	142.5			
	Staff Time - Engineer	3	125	375			
	Staff Time - GIS	6	45	270			
	P&Z Hearing & BoCC Hearing	3	140	420			
	Hearing Ad	4	50	200			
	Notice Mailing	4	25.5	102			
	Notice Posting	1	50	50			
				5324.5	\$6,123	\$1,200.00	\$7,323.18

**Subdivision
Applications**

		hours	rate	cost	COUNTY	CITY*	TOTAL (COUNTY + CITY)
26 - 99 lots	Staff Time - Planner: Consultation / Review / Meetings / Findings	160	65	10400			
	Staff Time - Admin: File, Notice, Inquiries, Packets, Meeting, Minutes	16	25	400			
	Staff Time: Attorney	2	95	190			
	Staff Time - Engineer	10	125	1250			
	Staff Time - GIS	12	45	540			
	P&Z Hearing & BoCC Hearing	7	140	980			
	Hearing Ad	4	50	200			
	Notice Mailing	4	25.5	102			
	Notice Posting	1	50	50			
				14112	\$16,229	\$3,500.00	\$19,728.80
100 - 399 lots	Staff Time - Planner: Consultation / Review / Meetings / Findings	240	65	15600			
	Staff Time - Admin: File, Notice, Inquiries, Packets, Meeting, Minutes	24	25	600			
	Staff Time: Attorney	8	95	760			
	Staff Time - Engineer	56	125	7000			
	Staff Time - GIS	30	45	1350			
	P&Z Hearing & BoCC Hearing	10	140	1400			
	Hearing Ad	4	50	200			
	Notice Mailing	4	50	200			
	Notice Posting	1	50	50			
				27160	\$31,234	\$6,000.00	\$37,234.00
400 + lots	Staff Time - Planner: Consultation / Review / Meetings / Findings	320	65	20800			
	Staff Time - Admin: File, Notice, Inquiries, Packets, Meeting, Minutes	32	25	800			
	Staff Time: Attorney	8	95	760			
	Staff Time - Engineer	80	125	10000			
	Staff Time - GIS	30	45	1350			
	P&Z Hearing & BoCC Hearing	16	140	2240			
	Hearing Ad	4	50	200			
	Notice Mailing	8	50	400			
	Notice Posting	4	50	200			
				36750	\$42,263	\$8,000.00	\$50,262.50

plus \$84 per lot