RESOLUTION No. _____

A RESOLUTION TO ADOPT REVISIONS TO THE FEE SCHEUDLE FOR THE SKAGIT COUNTY PLANNING & DEVELOPMENT SERVICES DEPARTMENT

WHEREAS, RCW Chapter 19.27 requires Skagit County to administer and enforce building codes in the unincorporated areas within its boundaries; and

WHEREAS, RCW 36.18 and RCW 36.32.120 provide that the Board of County Commissioners shall determine the fees for licenses, permits, programs, and services provided by the County; and

WHEREAS, the Planning & Development Services Department assesses fees for various land use, fire, and building permit applications and approvals, as well as any appeals of those applications and approvals; the purpose of which is to cover the Department's cost of processing such permits and approvals; and

WHEREAS, the Department's Fee Schedule was most recently adopted on December 11, 2025, by resolution R20250314; and

WHEREAS, it is advisable and necessary to revise fees to reflect the actual cost of permits more closely thereby reducing the Department's reliance on the General Fund money to subsidize the cost of providing certain services; and

WHEREAS, staff has considered the cost for the Department to process applications and other requests, which are listed Attachment A, and has set the fees to reflect the staff time and cost to process them; and

WHEREAS, applicable Planning and Development Services staff also recommends that such updated revised proposed fee schedule shall be automatically revised and further updated on January 1st of each year thereafter by the Planning and Development Services Director (without further action by the Board) as follows: (a) to provide Consumer Price Index (CPI) adjustments; (b) to provide adjustments reflecting any applicable County employee salary and benefit increases, as approved by the Board; (c) to reflect adjustments as may be applicable in accordance with the most current version of the Skagit County Central Services Cost Allocation Plan represented by a technology fee as approved by the Board; (d) to reflect adjustments as may be applicable in accordance with LexisNexis contract C20190413 and it's Amendments as approved by the Board: and

WHEREAS, on November 5, 2026, Skagit County published a Notice of Public Hearing and our recommended revisions to the fee schedule, attached as Attachment A.

NOW THEREFORE BE IT RESOLVED AND HEREBY ORDERED, that R20250314 is hereby repealed and superseded in its entirety effective January 1, 2027, and the attached fee schedule (Attachment A) for permits and fees; and

NOW THEREFORE BE IT RESOLVED AND HEREBY ORDERED, that the fee schedule (Attachment A) will be adjusted annually on January 1st of each year thereafter, in accordance with the Consumer Price Index (CPI) for the West Region of the Washington Market area as reflected in the U.S. Bureau of Labor Statistics for the previous twelve (12) months; and

NOW THEREFORE BE IT RESOLVED AND HEREBY ORDERED, that such fee schedule shall be adjusted automatically on January 1st of each year thereafter, in accordance with any applicable County employee salary and benefit increases (as may have been approved by the Board); and

NOW THEREFORE BE IT RESOLVED AND HEREBY ORDERED, that the indirect cost rate for such fee schedule shall be adjusted automatically on January 1st of each year thereafter, as may be applicable in accordance with the most current version of Skagit County Central Services Cost Allocation Plan (as approved by the Board) represented by a technology fee; and

NOW THEREFORE BE IT RESOLVED AND HEREBY ORDERED, that such fee schedule shall be adjusted automatically on January 1st of each year thereafter, as may be applicable in accordance with the most current contract and it's amendments for LexisNexis (as approved by the Board); and

NOW THEREFORE BE IT RESOLVED AND HEREBY ORDERED, that such fee schedule shall be posted as required on January 1st of each year. The Director of Planning and Development Services shall be responsible for the implementation and administration of these provisions (including implementing the automatic annual fee schedule adjustments, as provided herein), without the need for further action by the Board; and

NOW THEREFORE BE IT RESOLVED AND HEREBY ORDERED, the fee schedule for the Planning and Development Services Department (Attachment A) is adopted effective January 1, 2027, and replaces any previous fee schedule for the Department.

Passed the __ day of November 2026.
BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON

_____
Ron Wesen, Chair

_____
Peter Browning, Commissioner

_____
Joe Burns, Commissioner

Attest:

_____
Clerk of the Board

Approved as to form:

_____
Civil Deputy Prosecuting Attorney

Approved as to Content:

_____
Jack Moore, Department Head