

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: January 27, 2025
AGENDA NUMBER: 10
ITEM: Initiation of Permit Application Review Fees and Escrows Study

AGENDA: Policy

ACTION REQUESTED

Initiate review of the Permit Application Review Fees and Escrows.

BACKGROUND

This item addresses fees to be paid by applicants to cover the costs of review and inspection of projects with the potential to affect the hydrology, water quality, or physical integrity of water and related resources within the District. It also addresses escrows to be collected from applicants to ensure that a project is brought into compliance with District standards should the permittee fail or refuse to do so.

Prior to 2022, all projects required a flat review fee which was not sufficient to recover review and inspection costs for the majority of projects. Different projects involve differing expertise and time involved to analyze the accuracy, precision and/or applicability to the District standards. To account for this, the Board adopted the current fee schedule on October 25, 2021, which is organized around project type and size. Escrow amounts were not assessed at that time.

COORDINATION

Coordination with the Board, advisory committees, and staff will be done in the form of presentations and staff reports that report issues, comments, and concerns of affected parties and suggestions for addressing those issues and concerns.

Communication topics will focus on

1. Sufficiency of fees collected to cover 2/3rds to 80% of costs associated with the average and modal project
2. Sufficiency of escrows collected to function as surety for their intended purpose
3. Impact of proposed fees and escrows
4. Method and frequency for tracking sufficiency of revenue collected and equity of amounts being charged
5. Measures for assessing sufficiency of revenue and impact of charges

PERTINENT FACTS

While District staff do a high-level review of the fee schedule annually, there has not been a thorough review since the current schedule was adopted in 2021. The escrow amounts have not been assessed since 2012.

ISSUES/CONCERNS/RISKS

A thorough review of the sufficiency of fees needs to be completed to ensure that all or most staff and engineering costs are captured upfront and to minimize the need for cost

recovery upon completion of a project. A review of escrows needs to be completed to ensure that the amounts are adequate to bring a project into compliance with District standards and are based on up-to-date market costs.

RECOMMENDATION

Initiate a review of the current fee amounts, fee structure, and escrow amounts, to identify sufficiency of fees and escrows required by the current schedule.