



# Planning and Community Development

Deb Bell

Council Initiated:

Yes

No

**ECAF:** 2026-0025

**Ordinance:** 26-003

**Type:**

- Contract
- Board Appt.
- Code Amendment
- Budget Action
- Other

**Requested Handling:**

- Normal
- Expedite
- Urgent

**Fund Source:**

- General Fund
- Other
- N/A

**Executive Rec:**

- Approve
- Do Not Approve
- N/A

**Approved as to**

**Form:**

- Yes
- No
- N/A

**Subject:** Amending Snohomish County Code Chapter 13.110.030.

**Scope:** The proposed amendments to Title 13 of the Snohomish County Code (SCC) would update land development permits, approvals, and decisions issued under Title 30 SCC, which includes reviewing applications for traffic impact (transportation review). Included in the ordinance is the ability to recover the county’s permit processing and execution costs. These permit fees have not been adjusted since 1991.

**Duration:** NA

**Fiscal Impact:**  Current Year  Multi-Year  N/A

**Authority Granted:** The County Council adopts the recitals as findings of fact and conclusions as set forth in Ordinance 26-003, under Snohomish County Charter 2.110.

**Background:** In 2020, PDS began a multi-phased effort, known as the PDS Fee Alignment Project, to examine and if necessary, update existing permit fees. Phase I was completed in 2020, with [Ordinance 20-039](#), which updated the Building Permit Fee Table (last updated 1997). Phase II was also completed in 2020, with Amended [Ordinance 21-048](#), which examined miscellaneous permit fees that did not have cost recovery.

In 2023, the Washington State Auditor’s Office determined that PDS met the state’s 120-day permit review time frame ([SB 5290](#)) only 24% of the time for land use decisions and only 40% of the time for civil permits. One of the recommendations from the State Auditor’s Office was to “assess whether current PDS staffing levels are sufficient to meet the 120-day requirement.” As a result, PDS hired six additional staff to assist with the backlog of work for ongoing permit and land use application reviews. Another recommendation was to encourage a fee analysis that examines the direct labor and overhead of each permit to ensure cost recovery. Guidance was issued to all jurisdictions subject to the mandatory time frames.

The proposed ordinance is part of Phase III, which includes those reviews with currently no fee, and those with a more complex land use review, for which their fees have not been recalculated since 1991. Most proposed fee adjustments are for an increase to the base fee or the per lot fee for review, with an incentive for a valid preapplication concurrency approval, allowing for a 33% reduction to the development review fee.

**Action Requested:** For Council to move Ordinance 26-003 to GLS on Wednesday February 4, 2026, to set time and date for a Public Hearing, with the suggested date and time of February 25th, 2026, at 10:30 am.