

CITY COUNCIL 13.A

CITY OF LYNNWOOD CITY COUNCIL

TITLE: Ordinance: Permit Services Fee Update

DEPARTMENT CONTACT: Karl Almgren, Development and Business Services

SUMMARY:

The proposed ordinance will increase permitting fees to attain full cost recovery based on direction from City Council from November 19, 2025.

PRESENTER:

Ben Wolters, AICP, DBS Director, and Karl Almgren, AICP, Community Planning Manager

ESTIMATED TIME:

20

BACKGROUND:

On November 19, 2025, DBS presented possible changes to the fee structure for permitting services. The fee structure changes for the permitting services advances the phased cost recovery model.

Proposed changes include:

- Implementing a 12% increase to reach full cost recovery, plus 2.7% of CPI.
- Base charge to align with 1/2 hour of staff time (\$114).
- Fee increase on projects valued at \$5,000,000 or more.

Projects valued more than \$5,000,000.00 are considered Major Projects and typically span multiple years requiring additional staffing throughout the project's development.

SUGGESTED ACTION:

Motion to approve Ordinance ____ amending LMC 3.104.080; LMC 3.104.090; LMC 3.104.120; LMC 3.104.130, LMC 3.104.140; LMC 3.104.150; LMC 104.160, and LMC 3.104.170 and providing for an effective date, severability, and summary publication.

PREVIOUS COUNCIL ACTIONS:

On November 19, 2025: DBS Staff presented possible changes the fee structure for permitting services. Staff has updated the ordinances to implement those changes and is requesting approval.

On December 4, 2023: City Council updated Permit Services Fee Schedule with a five year based recovery and Consumer Price Index (CPI) increase as recommended through a fee

study.

FUNDING:

Permit revenue is significantly impacted by Major Projects (valued at <\$5M). In 2024, Lynnwood had \$63M of permit valuation for Major Projects. The current Major Project pipeline for 2026 includes a range of \$188M up to approximately \$307M of permit valuation.

Based on this range, additional projected revenue for revised permitting services is between \$537,000 and \$2,000,000.

DEPARTMENT ATTACHMENTS

Description:

[Permit Fee 2025 Adjustment Follow Up.pdf](#)

[Ordinance for Permit Fee Update Strikethrough Version.pdf](#)

[Ordinance for Permit Fee Update Clean Version.pdf](#)