



Fee Explanation: Resolution 19-13

The following provides brief explanation of proposed changes to the Planning Fee Schedule.

Deleted Fees

~~1. Modifications~~

The Modification process was removed in the recently adopted code amendments. The process allowed modifications to certain land use decision but the process was removed to clearly articulate the approval process for applications.

~~2. Extension (Land Use Permit)~~

The Extension process was removed in the recently adopted code amendments. The process allowed Planning Department approvals to be extended for 2 to 3 years if certain criteria are met but was replaced to allow sufficient time without filing an Extension.

~~3. Annual Right-of-Way Permit for Signage~~

The process for obtaining sign permits within the right-of-way was transferred from the Planning Department to Public Works due to the location of the signs in the right-of-way. The Public Works fees have already been amended to include this permit.

~~4. Cross Street Banner within Right of Way Permit~~

The process for obtaining sign permits within the right-of-way was transferred from the Planning Department to Public Works due to the location of the signs in the right-of-way. The Public Works fees have already been amended to include this permit.

~~5. Street Light Banner within the Right of Way Permit~~

The process for obtaining sign permits within the right-of-way was transferred from the Planning Department to Public Works due to the location of the signs in the right-of-way. The Public Works fees have already been amended to include this permit.

Reworded Fees (fee amount unchanged)

6. Annexation Election Deposit

The proposed fee amendments correct the fee name and explain that the fee applies only to elections related to annexations and that the fee is a deposit on the City's portion of an annexation election cost and a fee may not be needed. The fee amount is unchanged.

7. Non-conforming Use/Compatibility Review (Type II)

Amending fee name to separate the non-conforming use review and the compatibility review as they are separate applications. Listing the fees separately makes the fee schedule easier to read and understand for applicants. The fee amount is unchanged.

8. Non-Conforming Use, Structures, Lot, Site, or Expansion Verification/Compatibility Review (Type II)

Amending fee name to separate the non-conforming use review and the compatibility review as they are two different applications. Listing the fees separately makes the fee schedule easier to read and understand for applicants. The proposed name also adds specificity that the non-conforming review

process is also applicable for non-conforming structures, lots, sites, or expansion of non-conforming elements. The fee amount is unchanged.

9. Planning Review of Building Permit - Residential Single-Family and ADUs: New, Addition, Demolition, Accessory Structure, Porch, Modification, Fence, Retaining wall, Development, etc.

Modify title to clarify applicability. The fee amount is unchanged.

10. Site Plan & Design Review - Minor Type I Over the Counter for Building façade, landscaping, temporary structures, site alterations (fences, lighting, ped circulation, etc.), parking lot repaving, mechanical equipment.

Modify title to clarify applicability. The fee amount is unchanged.

11. Site Plan & Design Review - Minor Type I Extended Review for Building additions, removal/relocation of parking, change in parking lot circulation or layout, transitory mobile food carts, & manufactured home in a manufactured home park.

Modify title to clarify applicability. The fee amount is unchanged.

12. Sign Permit: Temporary Banner Permit

Modify title to clarify applicability. The fee amount is unchanged.

13. Sign Permit: A-Frame Sign Permit within the Right of Way

Modify title to clarify applicability and for consistency. The fee amount is unchanged.

14. Minor Pre-Application Conference: Emergency Annexation, Minor Site Plan and Design Review, Minor Partition, Minor Variance, Geologic Hazard, Natural Resource Overlay, Flood Management, Willamette River Greenway, 2+ Pre-Applications on the Same Project, Non-Transitory Food Carts, or Similar as Determined by the Community Development Director

Major Pre-Application Conference: All other applications (excluding Type I)

Modify title to clarify applicability. The fee amount is unchanged.

15. Residential: Detached and Attached Single-Family and ADUs

Planning Division application for review of a new or modified single-family or ADU. Add clarity that there is no charge for the Planning review, as the cost or review is incorporated in other fees.

Existing Fee: \$0

Proposed Fee: \$0

Revised Fees

16. Appeal - PC Decision

The cost of appealing a Planning Commission (PC) decision to the City Commission was revised to be a flat rate rather than a flat rate plus actual City Attorney costs. The flat rate was created by using the average of the City Attorney costs of all PC appeals in the past 10 years (\$7,795, \$7,919.50, & \$4,427.50) plus the base fee. The base fee accounts for notice, hearing, and staff time to coordinate and write the staff recommendation. In a recent Land Use Board of Appeals (LUBA) decision the court found “the city demonstrated that the appeal fee is reasonable and consistent with the statutory authority” for an \$8,000 appeal fee. In addition, appeal fees tend to be relatively small compared to the cost of the application itself. For example the cost of the application associated with the aforementioned \$8,000 appeal was approximately \$60,000.

Existing Fee: \$3,763 plus actual City Attorney fees

Proposed Fee: \$10,477

17. Appeal - HRB Decision

The cost of appealing a Historic Review Board (HRB) decision to the City Commission was revised to capture a higher percentage of the costs of processing an appeal. A flat rate was created by using the average of the City Attorney costs of all HRB appeals in the past 10 years of \$2,696.86 (\$490, \$5,890, \$5,738, \$2,906, \$963.50, \$235, & \$2,655.50) plus the base fee from the Planning Commission appeal \$3,763 to account for notice, hearing, and staff time to coordinate and write the staff recommendation. OCMC 2.28.070.E limits the appeal fee to \$50, but this provision was approved to be removed. The removal of the \$50 provision will become effective the same day as the effectiveness of this proposed fee Resolution.

Existing Fee: \$50

Proposed Fee: \$6,460

18. Floodplain (Flood Mgmt. Overlay Dist.) Review (Type II)

Currently there is no fee associated with the floodplain review but the review requires staff time with additional fees for public notice, etc.. The floodplain review fee is equal to a Type II NROD review for single-family homes as the review process and staff time required to review is similar. Estimate of \$100 for mailed notice and average of 11 hours staff time.

Existing Fee: \$0

Proposed Fee: \$1,056

19. Willamette River Greenway Review (Type II)

Currently there is no fee associated with the Willamette River Greenway review. The proposed Willamette River Greenway review fee is equal to a Type II NROD review as the review process and staff time required to review is similar. Estimate of \$100 for mailed notice and average of 11 hours staff time.

Existing Fee: \$0

Proposed Fee: \$1,056

20. Non-Conforming: Verification of Use or Lot (Type I)

Currently, the fee for property owners seeking a non-discretionary confirmation that a nonconforming site is legal is based on the staff time spent reviewing the application. The fee can be difficult to track and varies depending on the salary of the person working on the review as the fee is based on the hourly rate of the planner plus benefits. The fee is currently invoiced after the work is done. The proposed fee is a flat fee paid up front resulting in more transparent fees which provides more certainty for applicants. The proposed fee reflects an average of approximately two hours of staff time reviewing the application.

Existing Fee: Hourly Rate of Staff Working on Report

Proposed Fee: \$150

21. Planning Review of Building Permit —~~Commercial~~: Multi-Family, Commercial, 3-4 Plex, Internal Conversion, Cottage Cluster, Industrial, Institutional, Retail, Office, Duplex, Non-Residential, etc.: New Structure, Addition, Demolition, Accessory Structure, Porch, Modification, Fence, Retaining Wall, Development, excludes Mechanical.

The fee applies for the Planning Division review of a building permit. The name of the fee was amended to clarify the application types included in this category and include new middle housing

options. In addition, the minimum fee is proposed to be reduced by half to be more proportional to inexpensive projects.

The existing fee is 0.1% of the building permit value, with the minimum fee being \$149 and the maximum fee being \$3,733. The proposed fees reduce the minimum fee to \$82, to reflect smaller projects such as changes to exterior building materials, etc., which don't require very much staff review. Mechanical equipment is due to the proportionally low cost of the project. The percentage of the building permit valuation that is charged and the maximum fee are not proposed to change.

Existing Fee: \$ 0.1% of building permit value

Minimum fee: \$149

Maximum fee: \$3,733

Proposed Fee: 0.1% of building permit value

Minimum fee: \$82

Maximum fee: \$3,733

22. Site Plan & Design Review - Minor Type I for Single Family Attached and Detached, Duplex, Corner Duplex, Internal Conversion, & 3-4 Plex: New/Addition not within a Residential District

Planning Division application for review of a new building or addition of a single-family, Duplex, Corner Duplex, Internal Conversion, & 3-4 Plex building for compliance with the Oregon City Municipal Code. Modifications subject to over the counter and extended review process. The review process for 3-4 Plexes was changed to a Type I, internal conversions are now allowed, and duplexes were added to reflect the time of review. Estimate of 6 hours staff time based on administration of the previous code, though the amended code has yet to be implemented. Process includes review and a site visit to verify compliance. This fee applies when the above uses are not within a residential district. The above uses within a residential district have a separate fee.

Existing Fee: Duplex- \$85

Internal Conversion- N/A

3-4 Plex- Appx. \$2,931- \$59,302 based on project cost

Proposed Fee: \$510

New Fees

23. Ballot Measure 56 Notice

Ballot Measure 56 notice is required for applications seeking to change the regulations which further restrict the use of property. Currently, zoning code or comprehensive plan amendment fees do not account for the Ballot Measure 56 Notice that may be required as part of these applications. The proposed new fee reflects the costs for paper, envelopes, printing, mailing, as well as staff time required to prepare and send the notice. Cost of printing and stamps to all properties (and residences) in the urban growth boundary is approximately \$5,640, approximately \$250 for a local newspaper. Neither reflect the significant amount of staff time (4-14 hours) for administration of the notice. Total of 13,859 different addresses for property owners or renter households (if different) within UGB. The process has only been utilized by City but can be used by the public.

Existing Fee: None Adopted

Proposed Fee: ≤ 200 notices = \$500

Each additional 1,000 notices = \$500

24. Renotice Application

If an application is deemed complete and an applicant modifies the proposal or submits additional information, the application may have to be renoticed. Currently, there is no fee for renoticing a land use application. The proposed fee reflects the additional mailing costs associated with a second notice and additional staff review of the modifications proposed. Primarily for Type II applications, but can occur if significant changes occur during the hearings process. Cost reflects time and hard costs to send another notice as well as rereview application with modifications. Estimate of \$200 for notice and average of approximately 5 hours staff time but could be significantly more if the review was significantly completed and would require revising.

Existing Fee: None Adopted

Proposed Fee: \$625

25. DMV Dealer's License Review

Review of a Department of Motor Vehicle (DMV) Dealer's License for an automobile sales location requires some research by staff to ensure that the proposal complies with property zoning and any prior land use reviews. There are also printing costs associated with the signing of a DMV form if a staff report or other documentation must be attached to the form. Currently there is no fee for the review and signing of a DMV form. The proposed fee accounts for an average of a little over one hour of staff time and printing costs associated with the forms.

Existing Fee: None Adopted

Proposed Fee: \$100

26. Land Use Compatibility Statement (LUCS) Review

Signing a Land Use Compatibility Statement (LUCS) form typically requires some research by staff to ensure that the proposal complies with property zoning and any prior land use reviews. There are also printing costs associated with the signing of a LUCS form if a staff report or other documentation must be attached to the form. Currently there is no fee for the review and signing of a LUCS form. The proposed fee accounts for an average of approximately one hour of staff time and printing costs associated with the forms and attachments.

Existing Fee: None Adopted

Proposed Fee: \$75

27. Natural Resource Overlay District (NROD) – Type I Exemption Review

Development exempt from the NROD still requires staff review to verify that the proposal is actually exempt. There currently is no fee for this review, but staff resources are required. The proposed fee is based on an average of approximately one hour of staff time reviewing the proposal for the non-discretionary review.

Existing Fee: None Adopted

Proposed Fee: \$85

28. Natural Resource Overlay District (NROD) – Type II Exemption Review

Development exempt from the NROD still requires staff review to verify that the proposal is actually exempt. There currently is no fee for this review. This fee applies to property owners seeking discretionary exemption from the NROD. The proposed fee is based on an estimate of \$100 for mailed notice and an average of 11 hours staff time.

Existing Fee: None Adopted

Proposed Fee: \$1,056

29. Non-Conforming: Proportional Upgrade Review

Proportional upgrades are required for nonconforming commercial, industrial, multi-family, etc. sites which exceeds \$75,000 in exterior costs. Currently there is no fee for staff review but it requires staff time. The proposed fee accounts for an average of two hours of staff time.

Existing Fee: None Adopted

Proposed Fee: \$170

30. Withdrawn Application

Currently, when a Type II-IV and Legislative application are withdrawn by the applicant after submittal, the unused portion of the fee, based on staff time spent reviewing the application prior to its withdrawal, is refunded to the applicant. Depending on when the application is withdrawn it can be difficult to calculate how much time was spent reviewing the application since the review can span multiple departments and consultants, each with different rates. As a result, it is generally underestimated by staff. In order to recover costs associated with review of a withdrawn application, the refund will be based on a percentage of the application fee depending on when the application is withdrawn. The flat rate is more transparent and easier to administer.

Existing Fee: None Adopted

Proposed Fee: \$ Prior to Complete- Reimburse 75% of fee

Prior to Notice- Reimburse 50% of fee

After Noticed- No Refund

31. Development Inspection for Conformance with Approval

Planning staff has to conduct inspections to review street trees, landscaping, parking lots compliance with conditions of approval, etc. for Type II-IV and Legislative applications. Currently there is no fee for the Planning inspection. Staff often has to go out to the subject site multiple times if the project does not pass the inspection the first time. The proposed fee allows for one inspection free of charge, and if the inspection is not passed the first time, there is a fee for subsequent inspections to reflect the staff time to conduct an inspection and provide comments to the applicant. Cost based on an average of 1 hour of staff time for each reinspection.

Existing Fee: None Adopted

Proposed Fee:

- First Inspection: \$0
- Subsequent Inspections: \$85

32. Incomplete Type II-IV and Legislative Submittal (Excluding Geologic Hazards)

Each time an application is deemed incomplete and additional application materials are submitted staff has to review the application and make a completeness determination. This includes review from multiple departments and may include review from consultants depending on the application type. Currently, there is no fee for additional completeness reviews. The proposed fee reflects staff and consultant review time required to review the application and provide comments to the applicant each time it is resubmitted. Cost based on an average of 3.5 hours for each subsequent reviews.

Existing Fee: None Adopted

Proposed Fee:

- After First Incomplete Submittal: \$0
- After Subsequent Incomplete Submittals: \$300

33. Urban Growth Boundary (UGB) Expansion Request

Currently there is no fee for requests for expansions of the Urban Growth Boundary (UGB). The process includes a City recommendation for Metro UGB expansion process. The proposed fee matches the fee for comprehensive plan amendments as the review process and staff time required to review is similar. The fee reflects approximately 80 hours of staff time and attorney costs, extrapolated from the effort in the most recent request.

Existing Fee: None Adopted

Proposed Fee: \$8,500

34. Adjustments/Alternatives/Modifications Authorized in 17.20, 17.21, 17.22, 17.41, 17.52, & 17.62 (Type II)

Modifications or adjustments to certain design standards are identified in the Municipals Code requiring a Type II process with no fee adopted. The proposed fee is the same as the Minor Variance review fee as the application process, staff time and code criteria reviewed is the same. The fee for applications mirrors the minor variance fee, as the process, time are the same. A reduced fee is proposed when processed with another Type II or III application to reflect an average of 4 hours of staff time and account for efficiencies if processed with another application while still encouraging alternative designs which comply with the criteria in the code.

Existing Fee: None Adopted

Proposed Fee: Each Request: \$1,450 or \$340 if processed with a Type II or III Application

35. Natural Resource Overlay District Consultant Fee

Currently, Type III or certain NROD applications require professional consulting. The fee associated with this review is a flat fee, which does not cover the consultant's costs. The proposed fee is the actual consultant costs to reflect the amount of time spent reviewing the application by the City's natural resource consultant. Staff reduces the potential fee by completing findings and asking consultant for more technical guidance as needed.

Existing Fee: None Adopted

Proposed Fee: Actual City Costs

36. Annexation: Final Department of Revenue Legal Description of Boundary Change

An accurate legal description is required in order to record an annexation. Currently the City pays for this service but does not charge the applicant. The proposed annexation legal description fee reflects prior bills within the last fiscal year of \$455 and \$955 with an average additional 2 hours of staff time. An upfront fee is more transparent for applicants and easy for staff to administer.

Existing Fee: None Adopted

Proposed Fee: \$1,100

37. Remand

Currently there is no fee for applications that are remanded back to the City from the courts, such as Land Use Board of Appeals (LUBA), Court of Appeals, the Supreme Court, or Circuit Court for review. Applicant's would be responsible for paying the remand fee to compensate the City for processing the remand. The process is the same as the original application, though the issues are narrowed in a remand, attorneys participate in the review to a much greater extent than a typical application. The proposed fee is half of the fee of the original application because the list of issues is generally smaller than in the original application. Cost based on recent example of a remand.

Existing Fee: None Adopted
Proposed Fee: Half the original application cost.

38. Compatibility Review: Eligible Modifications for Communication Facilities (Type I)

The current compatibility review fee for communication facilities which qualify for a non-discretionary review such as an additional antenna is based on staff time reviewing the application, which can be difficult to track and administer. The proposed fee is based on an average of four hours of staff time and provides more certainty and ease of administration and allows the fee to be paid up front making the process easier for applicants and staff.

Existing Fee: None Adopted
Proposed Fee: \$340

39. Zoning Confirmation Letter

A zoning confirmation letter provides property owners a summary of Planning permits, zoning and overlay districts, etc. on a property. The current fee is based on staff time spent reviewing the application and the applicant is billed after the work is complete. The proposed fee would reflect an average of approximately 1.5 hours of staff review and provides more certainty and ease of administration allowing the fee to be paid up front making the fee more transparent for applicants and the process easier to administer for staff.

Existing Fee: None Adopted
Proposed Fee: \$130

40. Research/Staff Time Per Hour

Currently the research per hour varies depending on the hourly rate plus benefits of the planner doing the research, therefore, the fee varies depending on the planner working on the application. The proposed fee is based on the rate of the top step senior planner rate plus benefits, and provides more transparency, certainty and consistency in application fees for applicants.

Existing Fee: None Adopted
Proposed Fee: \$85 per hour

41. Phased Subdivision or Site Plan and Design Review Occupancy Plan

Applicant may seek occupancy for one portion of a project while the remainder is under construction. Phased applications require additional review for each phase of the project. The proposed fee reflects approximately 10 hours of staff time associated with the additional reviews and site visits required for each phase of projects. The cost is extrapolated from recent examples.

Existing Fee: None Adopted
Proposed Fee: \$850

42. Manufactured Home Park Review (excluding manufactured home in a manufactured home park).

Applicants seeking a new or revisions to a manufactured home park. The process mirrors the Type II Site Plan and Design Review fee as the process and time commitment is the same. The base fee covers minimal staff time and costs for noticing, coordination, and writing a portion of the staff report and the percentage of project scales the fee to mirror the intensity of the project. Estimate \$100 in notice fees and remainder in staff time.

Existing Fee: None Adopted

Proposed Fee: Based on Valuation:

Less than \$500,000 = \$2,231 + 0.007 X Project Cost

\$500,000-\$3m - \$3,717 + 0.005 X Project Cost

over \$3m = \$12,642 + Plus 0.003 X Project Cost

43. Residential: Duplex, Corner Duplex, Internal Conversion, & 3-4 Plex: New/Addition not within a Residential District

Planning Division application for review of a new building or addition of a Duplex, Corner Duplex, Internal Conversion, & 3-4 Plex building for compliance with the Oregon City Municipal Code within a residential district. Above uses added as allowed in residential districts. Estimate of 6 hours staff time based on administration of the previous code, though the amended code has yet to be implemented. Process includes review and a site visit to verify compliance. This fee applies when the above uses are not within a residential district. The above uses not within a residential district have a separate fee.

Existing Fee: Duplex- \$85

Internal Conversion- N/A

3-4 Plex- Appx. \$2,931- \$59,302 based on project cost

Proposed Fee: \$510

These fees shall be adjusted annually for inflation on January 1 as stated in the resolution and rounded to the nearest dollar.

ORS 227.180(1)(c) provides:

(c) The governing body may prescribe, by ordinance or regulation, fees to defray the costs incurred in acting upon an appeal from a hearings officer, planning commission or other designated person. The amount of the fee shall be reasonable and shall be no more than the average cost of such appeals or the actual cost of the appeal, excluding the cost of preparation of a written transcript. The governing body may establish a fee for the preparation of a written transcript. The fee shall be reasonable and shall not exceed the actual cost of preparing the transcript up to \$500. In lieu of a transcript prepared by the governing body and the fee therefor, the governing body shall allow any party to an appeal proceeding held on the record to prepare a transcript of relevant portions of the proceedings conducted at a lower level at the party's own expense. If an appellant prevails at a hearing or on appeal, the transcript fee shall be refunded.

PROPOSED AMENDMENTS TO THE 2019 PLANNING FEE SCHEDULE

All fees are subject to change by Resolution of the City Commission.
The applicant is responsible for paying the application fee in effect at the time the formal application is submitted.
The fees are shown based on the fees prior to June 30th, 2019.

| Fee # | | When Used? | Why Changed? | Oregon City - Existing | Oregon City - Proposed | How Calculated? | Beaverton | Clackamas | Happy Valley | Hillsboro | Lake Oswego | Milwaukie | Salem | Sherwood | Tigard | Tualatin | Wilsonville |
|---------------------------------|--|---|---|---|---|--|---|--|--|----------------------------------|---|---|-----------------------------|---|------------------------------|---|--|
| Deleted Fee | | | | | | | | | | | | | | | | | |
| 1 | Modifications | N/A | Process removed from code | 50% of current app. Fee for app. | N/A | Fee removed. | | | | | | | | | | | |
| 2 | Extension (Land Use Permit) | N/A | Process removed from code | \$728 | N/A | Fee removed. | | | | | | | | | | | |
| 3 | Annual Right-of-Way Permit for Signage | N/A | Relocated to Public Works Fee Sheet | \$188 or \$94 if submitted after June 30th | N/A | Fee removed. | | | | | | | | | | | |
| 4 | Cross-Street Banner within Right-of-Way Permit | N/A | Relocated to Public Works Fee Sheet | \$71 Hwy 99E / Pedestrian Bridge \$229 Molalla Avenue at Beverly Drive | N/A | Fee removed. | | | | | | | | | | | |
| 5 | Street Light Banner within the Right-of-Way Permit | N/A | Relocated to Public Works Fee Sheet | \$22 per Banner | N/A | Fee removed. | | | | | | | | | | | |
| Reworded Fee - Amount Unchanged | | | | | | | | | | | | | | | | | |
| 6 | Annexation Election Deposit | Applicants seeking an election for annexation. | Clarify the fee is a deposit on the City's portion of an annexation election cost and a fee may not be needed. | \$3,375 | Actual City portion of election. \$3,375 deposit due if there is a fee. | No change to fee. | | | | | | | | | | | |
| 7 | Non-Conforming Use/Compatibility Review (Type II) | Applicant seeking a Type II Compatibility application. | Fee for Non-Conforming Use and Compatibility Review separated into own lines. | \$892 | \$892 | No change to fee. | | | | | \$616 | | | | | | |
| 8 | Non-Conforming Use, Structures, Lot, Site, or Expansion Verification/Compatibility Review (Type II) | Applicant seeking a Type II Non-Conforming application. | Fee for Non-Conforming Use and Compatibility Review separated into own lines. Add greater specificity about Non-Conforming fee. | \$892 | \$892 | No change to fee. | | \$635- Nonconforming Use-Alteration or Verification | \$500 | expansion of NC use: \$1,785 | \$155/hour | | | Non conforming use extension alteration or substitution \$2,895 | | | \$1,713 |
| 9 | Planning Review of Building Permit - Residential Single-Family: New, Addition, Demolition, Accessory Structure, Porch, Modification, Fence, Retaining wall, Development, etc. | Planning review of a Building permit for a single-family residence or ancillary residential development. | Modify title to clarify applicability and increase fees for new homes to reflect time of review. | \$82 | \$82 | No change to fee. | \$165 - New Home \$85=Accessory Structure \$85=Addition | | | | \$224 for new SFR | | | | | | |
| 10 | Site Plan & Design Review - Minor Type I Over the Counter for Building facade changes, landscaping changes, temporary structures, site alterations (fences, lighting, ped circulation, etc.), parking lot repaving, mechanical equipment. | Minor development at a commercial, industrial, office, multi-family, etc. development. | Add clarity to when fee is charged. | up to 2 items = \$81 3 or more review items = \$162 | up to 2 items = \$81 3 or more items = \$162 | No change to fee. | | | | | \$1,791 (exterior remodeling that does not expand building footprint or height) | | | | | | |
| 11 | Site Plan & Design Review - Minor Type I Extended Review for Building additions, removal/relocation of parking, change in parking lot circulation or layout, transitory mobile food carts, & manufactured home in a manufactured home park. | Minor development at a commercial, industrial, office, multi-family, etc. development. | Add clarity to when fee is charged. | \$270 per review | \$270 | No change to fee. | | | | | \$1,791 (exterior remodeling that does not expand building footprint or height) | | | | | | |
| 12 | Sign Permit: Temporary Banner Permit | Allow a banner on a commercial site for limited duration. | Clarify the permit relates to signage. | \$55 | \$55 | No change to fee. | | | | | \$455 | | | | | | |
| 13 | Sign Permit: A-Frame Sign Permit within the Right-of-Way | Allow an A-frame sign within the right-of-way | Clarify the permit relates to signage. Reworded for consistency. | \$55 | \$55 | No change to fee. | | | | | \$31 | | | | | | |
| 14 | Pre-Application Conference Minor: Emergency Annexation, Minor Site Plan and Design Review, Minor Partition, Minor Variance, Geologic Hazard, Natural Resource Overlay, Flood Management, Willamette River Greenway, 2+ Pre-Applications on the Same Project, Non-Transitory Food Carts, or Similar as Determined by the Community Development Director Major: All other applications (excluding Type I) | An initial research meeting required prior to most development applications. Staff preliminary reviews proposals against applicable criteria and coordinates with other agencies. | Add clarity to know when a major or minor fee is due. | Minor = \$594 Major = \$1,152 | Minor= \$594 Major = \$1,152 | No change to fee. | \$358 | \$500 | \$250 Minor \$500 Mid Level \$1000 Major | | \$389 with Planning staff \$2,073 with infill advisors team One follow-up PA meeting allowed for free, 50% of original PA fee for more meetings | \$200 | \$600 | \$400 | \$325 Minor \$780 Major | \$227.50 | Residential less than 10 units \$413 signs only: \$196 all others: \$862 |
| 15 | Residential: Detached and Attached Single-Family and ADUs | Application for a new or modified single-family dwelling or ADU in a residential district. | Add clarity that there is no charge | No Fee | No Fee | Time incorporated in other fees. | | | | | SFR or duplex - no fee alterations to multi-family - \$1,791 | | | | | | |
| Revised Fee | | | | | | | | | | | | | | | | | |
| 16 | Appeal - PC Decision | Appeal of a Planning Commission (PC) Decision to the City Commission. | Provide more certainty to appellants and increased ease of fee collection by collecting entire fee up front. | \$3,763 plus actual City Attorney fees | \$10,477 | A flat rate was created by using the average of the City Attorney costs of all PC appeals in the past 10 years (\$7,795, \$7,919.50, & \$4,427.50) plus the base fee \$3,763. | \$2,134 | \$250 State law limits appeal fees in counties to \$250. | \$1,000 + attorney fees (\$2,500 deposit required) | Half of original application fee | Half original fee, not to exceed \$5426 | \$1,000 | | Half of original application fee | \$3,661 | 150 - appeal proceeding to council \$336 - expedited appeal to referee | \$3,576 |
| 17 | Appeal - HRB Decision | Appeal of a Historic Review Board (HRB) Decision to the City Commission. | Increase fee to recover a greater portion of the costs associated with processing appeals. | \$50 | \$6,460 | A flat rate was created by using the average of the City Attorney costs of all HRB appeals in the past 10 years of \$2,696.86 (\$490, \$5,890, \$5,738, \$2,906, \$963.50, \$235, & \$2,655.50) plus the base fee from the Planning Commission appeal \$3,763. | \$2,134 | \$250 | Design review board appeal - \$2500 deposit, \$1000 app fee plus attorney fees | Half of original application fee | Half original fee, not to exceed \$5426 | Appeal to PC - \$250 appeal to CC - \$1,000 | \$250 per appeal except Nas | Half of original application fee | Type III appeals are \$3,833 | 150 - appeal proceeding to council \$336 - expedited appeal to referee | design review board appeal - \$3,576 |

| Fee # | APPLICATION TYPE | When Used? | Why Changed? | Oregon City - Existing | Oregon City - Proposed | How Calculated? | Beaverton | Clackamas County | Happy Valley | Hillsboro | Lake Oswego | Milwaukie | Salem | Sherwood | Tigard | Tualatin | Wilsonville |
|---------|---|---|---|---|---|--|---------------------|---|----------------------|-----------|--|---|----------------|---|---|----------|---|
| 18 | Floodplain (Flood Mgmt. Overlay Dist.) Review (Type II) | Properties seeking development within the Flood Management Overlay District with a Type II review. | The fee is listed as \$0, but the review would require staff time with additional fees for public notice, etc. | No Charge | \$1,056 | Equal to NROD review for Type II single family. Estimate of \$100 for mailed notice and 11 hours staff time. | | | \$2,525 | \$735 | | | | | | | |
| 19 | Willamette Greenway (Type II) | Properties seeking development within the Willamette River Greenway Overlay District with a Type II review. | The fee is listed as \$0, but the review would require staff time with additional fees for public notice, etc. | No Charge | \$1,056 | Equal to NROD review for Type II single family. Estimate of \$100 for mailed notice and 11 hours staff time. | | | \$2,525 | | \$4,081 | | \$530 | | | | |
| 20 | Non-Conforming Use: <u>Verification of Use or Lot</u> (Type I) | When a property owner is seeking a non-discretionary confirmation that a nonconforming site is legal. | Provide more certainty to applicants and increased ease of fee collection. | Hourly Rate of Staff Working on Report | \$150 | Estimate of approximately 2 hours staff time. | | \$635- Nonconforming Use-Alteration or Verification | \$500 | | \$155/hour | \$50 | \$830 | \$156 | \$794 | | \$263 |
| 21 | Planning Review of Building Permit - Commercial : <u>Multi-Family, Commercial, 3-4 Plex, Internal Conversion, Cottage Cluster, Industrial, Institutional, Retail, Office, Duplex, Non-Residential, etc.: New Structure, Addition, Demolition, Accessory Structure, Porch, Modification, Fence, Retaining Wall, Development, excludes Mechanical.</u> | Clarify the application types included in this category and include new middle housing options. | Clarify applicability of fee and reduce minimum fee by half to be more proportional to inexpensive projects. | .1% bldg. permit value min = \$149 max = \$3,733 | .1% bldg. permit value min = \$82 max = \$3,733 | Reduced minimum fee from \$149 to \$82 to reflect less time on smaller projects. Projects can require significant time to review and generally site visit to assure compliance with approval. | | | \$1,000 | | 37% of building permit fee | | \$120 per hour | \$685 | \$388 for new building \$98-\$388 for tenant improvements of existing building depending on valuation | | \$975 or 0.0078% of value whichever is more. Not to exceed \$14,711 |
| 22 | Site Plan & Design Review - Minor Type I for Single Family Attached and Detached, Duplex, Corner Duplex, Internal Conversion, & 3-4 Plex: New/Addition not within a Residential District | Application for a new building or addition of a Duplex, Internal Conversion, & 3-4 Plex building in a non residential district. | The review process for 3-4 Plexes was changed to a Type I, internal conversions are now allowed, and duplexes were added to reflect the time of review in non-residential zones. | Duplex: \$85 Internal Conversion: N/A 3-4 Plex: Appx \$2,931-\$59,302 based on project cost | \$510 | Estimate of 6 hours staff time. Process includes review and a site visit to verify compliance. | | | | | SFR or duplex - no fee alterations to multi-family - \$1,791 | | | | | | |
| New Fee | | | | | | | | | | | | | | | | | |
| 23 | Measure 56 Notice | Applications seeking to change the regulations which further restrict the use of property. | No fee currently identified but the process include significant staff time and direct costs. Note that the process has only been utilized by City but can be used by the public. | N/A | ≤ 200 notices = \$500 Each additional 1,000 notices = \$500 | Cost of printing and stamps to all properties (and residences) in the urban growth boundary is approximately \$5,640, approximately \$250 for newspaper, not including staff time. Total of 13,859 different addresses for property owners or renter households (if different) within UGB. | \$21,881 | | | | | | | | \$284 for Type 2 466 for Type 3/4 | | \$877 |
| 24 | Renotece Application | An applicant submits a substantial change or additional information after an application is completed. Primarily for Type II applications, but can occur if significant changes occur during the hearings process. | No fee currently identified but the review would require staff time with additional fees for public notice, etc. | N/A | \$625 | Cost to send a another notice as well as rereview application with modifications. Estimate of \$200 for notice and approximately 5 hours staff time but could be significantly more. | \$144 + Actual Cost | \$135 | | | 33% of application fee | \$500 - Significant modification of a complete land use app in review | | \$500 - Significant modification of a complete land use app in review | \$441 | | |
| 25 | DMV Dealer's License Review | City approval of a new auto sales location. | No fee currently identified but the review requires staff time. | N/A | \$100 | Estimate of a little more than 1 hour of staff time. | \$168 | | | | | \$25 | | | | | |
| 26 | Land Use Compatibility Statement (LUCS) Review | City approval of a LUCS for certain types of development applications. | No fee currently identified but the review requires staff time. | N/A | \$75 | Estimate of 1 hour of staff time plus printing materials as needed. | | \$100 | | | | \$25 | | | | | |
| 27 | Natural Resource Overlay District (NROD)- Type I Exemption Review | City confirmation of development within the NROD is exempt from NROD review | No fee currently identified but the review requires staff time. | N/A | \$85 | Estimate of 1 hour of staff time. | | | | | | | | | | | |
| 28 | Natural Resource Overlay District (NROD)- Type II Exemption Review | Property owner seeking discretionary exemption from the NROD. | Clarify fee for discretionary exemption request. Adopt a single fee regardless of the use. | N/A | \$1056 | Estimate of \$100 for mailed notice and 11 hours staff time. | | | | | | | | | | | |
| 29 | Non-Conforming: Proportional Upgrade Review | Proportional upgrades for nonconforming commercial, industrial, multi-family, etc. sites which exceeds \$75,000 in exterior costs. | No fee currently identified but the review requires staff time. | N/A | \$170 | Estimate of 2 hour of staff time. | | \$635- Nonconforming Use-Alteration or Verification | \$500 | | | \$50 | \$830 | \$156 | \$794 | | \$263 |
| 30 | Withdrawn Application | Type II-IV and Legislative application are withdrawn by the applicant after submittal. | The cost is dependent on the hourly rate of the reviewers. Since time is not tracked on each application, it can be difficult to recall the time spent and is generally underestimated and unclear to applicants. | N/A | Prior to Compete- Reimburse 75% of fee Prior to Notice- Reimburse 50% of fee After Noticed- No Refund | Flat rate more transparent and easier to administer. Incentive to have more certainty when submitting an application. | | Full Refund = No Notice Sent or Decision Issued \$135=Notice Sent No Refund = Decision Issued | | | | | | 75% refund if app is withdrawn within completeness review 50% if withdrawn prior to notice 25% if withdrawn prior to staff report | 80% refund prior to notice. 50% refund where notice is sent out but staff report hasn't been started. No refunds provided for applications for which a staff report has begun | | |
| 31 | Development Inspection for Conformance with Approval | Site visits are required for Type II-IV developments to verify compliance with approvals. | No fee currently identified and applicants will often request multiple inspections, often after no changes occurred onsite. First inspection anticipated with building permit review fee. | N/A | First Inspection: \$0 Each Inspection Thereafter: \$85 | Estimate of 1 hour of staff time for each reinspection. | | | Based on hourly rate | | \$119 | | | | | | |
| Fee # | APPLICATION TYPE | When Used? | Why Changed? | Oregon City - Existing | Oregon City - Proposed | How Calculated? | Beaverton | Clackamas County | Happy Valley | Hillsboro | Lake Oswego | Milwaukie | Salem | Sherwood | Tigard | Tualatin | Wilsonville |

| | | | | | | | | | | | | | | | | | |
|----|---|--|---|---|--|--|-------|---------------|---|--|--|------|-------|------|-------|--|-------|
| 32 | Incomplete Type II-IV and Legislative Submittal (Excluding Geologic Hazards) | Incomplete applications are submitted for review. | Add disincentive for submitting incomplete applications. | N/A | First Incomplete Submittal: \$0 Each Incomplete Submittal Thereafter: \$300 | Estimate of 3.5 hours for each subsequent reviews. | | | After first incomplete: \$250 After second incomplete: \$500 | | | | | | | | |
| 33 | Urban Growth Boundary (UGB) Expansion Request | Property owners seeking to be included in the Urban Growth Boundary (UGB). | No fee currently identified to seek City recommendation for Metro UGB expansion process. | N/A | \$8,500 | Estimate of 80 hours of staff time and attorney costs. | | | | | | | | | | | |
| 34 | Adjustments/Alternatives/Modifications Authorized in 17.20, 17.21, 17.22, 17.41, 17.52, & 17.62 (Type II) | Type II alternatives to development standards. | No fee currently identified but the review requires staff time. | N/A | Each: \$1,450 or \$340 if processed with a Type II or III Application | Fee mirrors the minor variance fee, as the process, time, and criteria are the same. Reduced fee when processed with another Type II or III application to reflect 4 hours of staff time and account for efficiencies. | | | | | | | | | | | |
| 35 | Natural Resource Overlay District Consultant Fee | Type III or NROD applications which require consulting. | Fee does not anticipate consultant costs. Staff reduces potential fee by completing findings and asking consultant for more technical guidance as needed. | N/A | Actual City Cost | Pass thru of consultant costs. | | | | | | | | | | | |
| 36 | Annexation: Final Department of Revenue Legal Description of Boundary Change | Concurrent with an annexation application. | An accurate legal description is required in order to record an annexation. Currently the City pays for this service but does not charge the applicant. | N/A | \$1,100 | The fees in the past have ranged from \$455-\$955 and estimate 2 hours of additional staff time. | | | | | | | | | | | |
| 37 | Remand | If the courts require additional work on a land use application, the applicant would pay the Remand fee to process the remanded application. | No fee currently identified but includes direct costs to the City. | N/A | Half the original application cost. | The process is the same as the original application, though the issues are narrowed in a remand, attorneys participate in the review to a much greater extent than a typical application. | | | | | | | | | | | |
| 38 | Compatibility Review: <u>Eligible Modifications for Communication Facilities</u> (Type I) | Communication facilities which qualify for a non-discretionary review such as an additional antenna. | Provide more certainty to applicants and increased ease of fee collection. | N/A | \$340 | Estimate of 4 hours of staff time. | | | | | | | | | | | |
| 39 | Zoning Confirmation Letter | Property owners seeking a summary of Planning permits, overlay districts, zoning, etc. on a property | Provide more certainty and ease of administration. This will allow a fee to be paid up front and avoid collecting fees after the work is completed. Staff will use a template letter. | N/A | \$130 | Estimate approximately 1.5 hours of staff time. | \$73 | | | | \$100/hour | \$50 | | \$50 | \$116 | | \$310 |
| 40 | Research/Staff Time Per Hour | Set a flat rate for customers. | Provide more certainty to applicants. | N/A | \$85 | Based on rate of top step senior planner plus benefits | \$145 | \$70 per hour | | | \$100/hour | | \$120 | | | | |
| 41 | Phased Subdivision or Site Plan and Design Review Occupancy Plan | Applicants seek occupancy for one portion of a project while the remainder is under construction. | No fee currently identified but includes significant staff time to review and inspect. | N/A | \$850 | Approximately 10 hours of staff time for approval and site visits. | | | | | | | | | | | |
| 42 | Manufactured Home Park Review (excluding manufactured home in a manufactured home park). | Applicants seeking a new or revisions to a manufactured home park. | No fee currently identified but includes significant staff time to review and inspect. | N/A | Based on Valuation: Less than \$500,000 = \$2,231 + 0.007 X Project Cost \$500,000-\$3m - \$3,717 + 0.005 X Project Cost over \$3 = \$12,642 + Plus 0.003 X Project Cost \$510 | Mirror Type II Site Plan and Design Review fee as the process and time commitment is the same. The base fee covers minimal staff time and costs for noticing, coordination, and writing a portion of the staff report and the percentage of project scales the fee to mirror the intensity of the project. | | | | | | | | | | | |
| 43 | Residential: Duplex, Corner Duplex, Internal Conversion, & 3-4 Plex: New/Addition within a Residential District | Application for a new building or addition of a Duplex, Internal Conversion, & 3-4 Plex building in a residential district. | 3-4 Plexes, internal conversions and duplexes added as permitted in residential zones. | Duplex: \$85 Internal Conversion: N/A 3-4 Plex: Appx \$2,931-\$59,302 based on project cost | | Estimate of 6 hours staff time. Process includes review and a site visit to verify compliance. | | | | | SFR or duplex - no fee alterations to multi-family - \$1,791 | | | | | | |