

RESOLUTION NO. 15-31

**A RESOLUTION MODIFYING THE PLANNING FEE SCHEDULE AND AMENDING
RESOLUTION NUMBER 15-08.**

WHEREAS, Oregon City Municipal Code Section 17.50.290 authorizes the City to adopt by resolution, and revise from time to time, a schedule of fees for applications; and

WHEREAS, the City has revised fees as described in Exhibit 1; and

WHEREAS, the revised fee schedule is provided in Exhibit 2; and

WHEREAS, staff relies on revenue from these fees to fund review and administration of applications; and

WHEREAS, staff costs should include annual adjustment of the fees based on the consumer price index every year to account for inflation; and


WHEREAS, the City Commission concludes that the City should recover, to the extent practicable, the actual cost of reviewing the applications.

NOW, THEREFORE, OREGON CITY RESOLVES AS FOLLOWS:

Section 1: The City hereby amends the Planning Fee Schedule adopted in Resolution 15-31 to become effective November 1, 2015 and included as part of the Planning Fee Schedule.

Section 2: Beginning on January 1, 2016, the amended fees identified in Exhibit 1 and included in the Planning Fee Schedule shall be adjusted, along with all other fees identified on the Planning Fee Schedule, annually on January 1st based on the CPI-W for Portland, Oregon. Adjusted fees will be rounded to the nearest dollar.

Approved and adopted at a regular meeting of the City Commission held on the 7th day of October 2015.




DAN HOLLADAY, Mayor

Attested to this 7th day of October 2015:



Kattie Riggs, City Recorder

Approved as to legal sufficiency:



City Attorney

Exhibit:

1. Fee Explanation
2. Fee Schedule



Exhibit 1: Fee Explanation

- **A Permit for an A-frame Sign within the Right-of-Way**

Permit Name: A-Frame Sign Permit within the Right-of-Way

Amount: \$50 (adjusted annually for inflation)

Background: A yearly permit is needed for each A-frame sign in the right-of-way in order to verify the sign complies with the code requirements for ADA access, height, etc. as well as to track the number of signs within the right-of-way. The sign permit would be issued over the counter and approved signs would be required to display an approval sticker. Note that a permit for placement of an A-frame sign within the right-of-way is not required in residential zoned areas and is only required for signage placed within the right-of-way during specific days and times. Regardless of the time of purchase, this annual permit expires December 31st each year.

When Utilized: Submission of a permit to place an A-frame sign within the right-of-way.

Example: A restaurateur would like to place an A-frame sign on the sidewalk adjacent to their property to advertise a daily menu.

Where Permit Obtained: The permit would be obtained from the Planning Division.

- **Annual Right-of-Way Permit for Signage**

Permit Name: Annual Right-of-Way Permit for Signage

Amount: \$172 or \$86 if submitted after June 30th (adjusted annually for inflation)

Background: The proposed code allows cross street banners and banners on street light poles within the right-of-way. Placing these types of signs within the right-of-way requires both a sign permit as well as a right-of-way permit. Rather than requiring a right-of-way permit be obtained for each sign, this yearly permit would act as the right-of-way permit for as many signs as the applicant would like to place within the right-of-way. Each person wishing to place a sign within the right-of-way (when a permit is required) must obtain this permit as well as sign permits for each sign they would like to place within the right-of-way. For example, once a person receives an Annual Right-of-Way Permit for Signage they may apply for multiple cross street banners without purchasing another right-of-way permit. Note that this permit is not required if a sign permit is not required. Regardless of the time of purchase, all annual right-of-way permits expire December 31st each year.

When Utilized: The annual permit is required for applicant's who submit an application to place a cross street banner or banner on a street light pole in the right-of-way.

Example: An event would like to place a cross street banner on Molalla Avenue at Beverly Drive. The applicant would obtain an Annual Right-of-Way Permit for Signage, as well as a Permit for Cross Street Banners within the Right-of-Way.

Rationale for Cost of Fee: The fee is equivalent to the base fee for a sign permit and funds the administrative costs of allowing signs in the right-of-way. Applications submitted after June 30th would be pro-rated to half of the yearly fee. The fee would be adjusted annually for inflation on January 1st based upon the CPI-W for Portland, Oregon.

Where Permit Obtained: The permit would be obtained from the Public Works Division.

- A Permit for Cross Street Banners within the Right-of-Way (Highway 99E/Pedestrian Bridge)**

Permit Name: Cross Street Banner within Right-of-Way Permit

Amount: \$65 (adjusted annually for inflation)

Background: The proposed sign code will allow the public to post cross street banners over highway 99E at the pedestrian bridge. The City currently allows banners in this location.

When Utilized: Submission of a permit to place a banner over the public right-of-way on the Oregon Department of Transportation (ODOT) Highway 99E/Pedestrian Bridge.

Example: An organization would like to place a banner over the public right-of-way at the Highway 99E/Pedestrian Bridge three times during the year to advertise for a business. The applicant would obtain three Cross Street Banners within the Right-of-Way permits (one for each time the sign was displayed/removed) as well as an Annual Right-of-Way Permit for Signage.

Rationale for Cost of Fee: The fee is based upon actual costs to install the sign as determined by the Public Works Department. The fee would be adjusted annually for inflation on January 1st based upon the CPI-W for Portland, Oregon.

Where Permit Obtained: The permit would be obtained from the Planning Division but the banner would be provided to the Public Works Department for installation.
- A Permit for Cross Street Banners within the Right-of-Way (Molalla Avenue at Beverly Drive)**

Permit Name: Cross Street Banner within the Right-of-Way Permit

Amount: \$210 (adjusted annually for inflation)

Background: The proposed code will allow the public to post cross street banners on Molalla Avenue at Beverly Drive. The City currently allows banners in this location.

When Utilized: Submission of a permit to place a banner over the public right-of-way on the PGE power poles located on Molalla Avenue at Beverly Drive.

Example: An organization would like to place a banner over the public right-of-way at the Highway 99E/Pedestrian Bridge three times during the year to advertise for a business. The applicant would obtain three Cross Street Banners within the Right-of-Way permits (one for each time the sign was displayed/removed) as well as an Annual Right-of-Way Permit for Signage.

Rationale for Cost of Fee: The fee is based upon actual costs to install the sign as determined by the Public Works Department. The fee would be adjusted annually for inflation on January 1st based upon the CPI-W for Portland, Oregon.

Where Permit Obtained: The permit would be obtained from the Planning Division but the banner would be provided to the Public Works Department for installation.
- A Permit for Banners on Street Light Poles within the Right-of-Way**

Permit Name: Street Light Banner within the Right-of-Way Permit

Amount: \$20 per Banner (adjusted annually for inflation)

Background: The proposed code will allow the public to post banners on street light poles in specific locations within Oregon City.

When Utilized: Submission of a permit to place a sign on a street light pole. The applicant would pay the Annual Right-of-Way Permit for Signage fee plus \$20 per banner which reflects the cost for Public Works to install and remove the banner.

Example: An organization would like to place 10 banners on street light poles at one time to advertise for an event. The applicant would obtain a Street Light Banner permit (\$20 x 20 banners = \$400) as well as an Annual Right-of-Way Permit for Signage.

Rationale for Cost of Fee: The fee is based upon actual costs to install and remove the signs determined by the Public Works Department. The fee would be adjusted annually for inflation on January 1st based upon the CPI-W for Portland, Oregon.

Where Permit Obtained: The permit would be obtained from the Planning Division but the banner(s) would be provided to the Public Works Department for installation.

- **Banners on Private Property**

Permit Name: Temporary Banner Permit

Amount: \$50 (adjusted annually for inflation)

Background: The proposed code allows banners to be constructed on certain private properties for up to thirty (30) days, up to twice per year. There are standards for the size and location of the banner described in Chapter 15.28 of the Oregon City Municipal Code.

When Utilized: Submission of a sign permit to hang a banner on private property.

Example: A property owner is opening a new store and would like to hang a temporary banner to inform the public.

Rationale for Cost of Fee: City staff suggests the fee be \$50 to review the permit application against the code requirements. The fee would be adjusted annually for inflation on January 1st based upon the CPI-W for Portland, Oregon.

Where Permit Obtained: The permit would be obtained from the Planning Division.

These fees will be added to the Planning Fee Schedule on November 1, 2015 and will be adjusted annually beginning on January 1, 2016, based on the CPI-W for Portland, Oregon. Adjusted fees will be rounded to the nearest dollar.



OREGON CITY

Community Development -Planning

221 Molalla Avenue, Suite 200, PO Box 3040, Oregon City, Oregon 97045
(503) 722-3789

2015 PLANNING FEE SCHEDULE

(Effective November 1, 2015)

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.

APPLICATION TYPE	FILING FEE
Appeal - Administrative (includes SDC appeal)	\$250
Appeal - Historic Review Board	\$50
Appeal - PC Decision	\$3,426 plus actual City Attorney fees
Annexation Application	\$4,265
Annexation Metro Mapping (UOM is Acre)	< 1 = \$150 1 - 5 = \$250 5.1 - 40 = \$300 > 40 = \$400
Election Deposit	\$3,073
Amendment to Comp Plan	\$4,332
Code Interpretation / Similar Use	\$1,029
Conditional Use	\$3,724
Expedited Land Division	\$4,062 plus \$407 per lot
Extension (Land Use Permit)	\$663
Floodplain (Flood Mngmt Overlay Dist) Review (Type II)	no charge
Geologic Hazards Review	\$853
Geotechnical Review - High Water Table	\$585
Historic Review - Remodel	\$50
Historic Review - New Construction	\$50 plus 2.5% of construction cost max = \$1,000
Historic Review - Demolition	< 1,000 sf = \$271 ≥ 1,000 sf = \$676
Lot Line Adjustment	\$1,138
Mailing Labels	\$15
Master Plan / Concept Plan	\$6,769
Master Plan / Concept Plan (Amendment)	Type I = \$676 Type II = \$2,031 Type III = \$3,384
Modifications	50% of current app. fee for app. being modified
Minor Partition	\$3,886
Non-Conforming Use (Type I)	See Public Records Request Form
Non-Conforming Use/Compatibility Review (Type II)	\$812
Parking Adjustment (Type III)	\$932
Pre-Application Conference	minor = \$541 major = \$1,049
Public Improvement Modification	\$348
Plan Review of Building Permit - Residential	\$75
Plan Review of Building Permit - Commercial	.1% bldg. permit value min = \$136 max = \$3,399
Sign Permit (Signs on Private Property)	\$172 plus 5% of sign construction cost
Temporary Banner Permit	\$50
A-Frame Sign Permit within the Right-of-Way	\$50
Annual Right-of-Way Permit for Signage	\$172 or \$86 if submitted after June 30th
Cross Street Banner within Right-of-Way Permit	Highway 99E/Pedestrian Bridge = \$65 Molalla Avenue at Beverly Drive = \$210
Street Light Banner within the Right-of-Way Permit	\$20 per Banner
Sign Variance	\$1,245
Site Plan & Design Review - Minor	\$812
Site Plan & Design Review / Detailed Master Plan	\$2,031 plus 0.007 X project cost
- less than \$500,000	\$3,384 plus 0.005 X project cost
- \$500,000 to \$3,000,000	\$11,510 plus 0.003 X project cost
- over \$3,000,000	max fee = \$53,989

Subdivision	\$4,062 plus \$338 per lot
Tree Replacement/Mitigation Fee	\$303 per tree
Variance (Administrative)	\$1,320
Variance (Hearing)	\$2,452
Natural Resource Review	
- Type I for Single/Two Family Lot	\$207
- Type I for Non-Single/Two Family Lot	\$414
- Type II or III for Single/Two Family Lot	\$962
- Type II or III for Non-Single/Two Family Lot	\$1,925
Willamette Greenway (Type II)	no charge
Willamette Greenway (Type III)	\$1,502
Zone Change / Text Amendment	\$2,748

**2015 TRAFFIC IMPACT ANALYSIS (TIA) AND TRANSPORTATION ANALYSIS LETTER (TAL)
FEE STRUCTURE**

Land Use	Base Fee ¹	Large Study Area or Location near or Along Key Corridor ²	Conditional Use, Zone Change, or Master Plan ³	Meetings ⁴ Cost/Hr
Residential				
0-50 units	\$1,072	\$670	\$2,010	\$130
50+ units	\$1,341			
Non-residential				
<50K ft ²	\$2,680	\$670	\$2,010	\$130
50 to 100K ft ²	\$3,350			
>100K ft ²	\$4,020			
Transportation Analysis Letter (TAL): \$461				
<p>Notes:</p> <ol style="list-style-type: none"> Covers initial review. Each time supplemental information is submitted for review in association with a particular land use application, a supplemental review fee will be assessed at 50 percent of the base fee. Applies to study areas including more than three intersections/accesses and/or development located near or along congested corridors. Applies to developments involving a conditional use or zone change, or master plan. Charged on a time and material basis including travel and attendance time for pre-application meetings, site visits, planning commission meetings, and other meetings called by applicant or City staff to review issues associated with the development. 				