

RESOLUTION NO. 16-23

A RESOLUTION MODIFYING THE PLANNING FEE SCHEDULE TO ADD FEES FOR TYPE I SITE PLAN AND DESIGN REVIEW.

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 added a streamlined review process for minor alterations to commercial, industrial and institutional properties known as Type I Site Plan and Design Review; and

WHEREAS, the City proposes to adjust fees as described in Exhibit 1 to reflect the streamlined process; 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 16-23 to become effective September 16, 2016 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.

Section 4. Effectiveness. This Ordinance shall take effect 30 days from the date of adoption.

Read for the first time at a regular meeting of the City Commission held on the 3rd day of August, and the City Commission finally enacted the foregoing Ordinance this 17th day of August, 2016.



DAN HOLLADAY, Mayor

Attested to this 17th day of August 2016:



Katie Riggs, City Recorder

Approved as to legal sufficiency:



City Attorney

Exhibits:

Exhibit A – Amended Chapter 17.62.035

Exhibit B – Amended Chapter 17.50.030

Exhibit C – Staff Report and Recommendation



Exhibit 1: Fee Explanation

Over-the-Counter Type I Site Plan and Design Review

Permit Name: Over the Counter Type I Site Plan and Design Review

Amount: \$75 for Up to Two Review Items, \$150 for Three or More Review Items (adjusted annually for inflation)

Rationale: Based on the actual cost to review such applications, staff anticipates that the Planning Division would spend an average of 45 minutes administering and reviewing these permit applications as well as 20 minutes of administrative support processing the associated payment. The proposed fee of \$75 is equivalent to the fee associated with the Planning Division review for new or alterations to single-family homes. The fee doubles if the proposal includes three or more review items.

When Utilized: The over the counter Type I Site Plan and Design Review fee is applicable for projects, as described in Chapter 17.62.035, that encompass up to two of the following actions.

- Addition to or alteration of a legal nonconforming single or two-family dwelling.
- Repaving of previously approved parking lots with no change to striping.
- Replacement of exterior building materials.
- New or changes to an existing shared parking agreements.
- New or changes to existing bicycle parking.
- New or changes to existing landscaping that do not require stormwater treatment.
- New or changes to existing pedestrian accessways, walkways or plazas.
- New or changes to existing exterior mechanical equipment.
- New or changes to existing ADA accessibility elements.
- New or changes to an existing fence, hedge, or wall at least 20 feet away from a public right-of-way.
- New or changes to outdoor lighting.
- Addition or alteration to transparency, including but not limited to windows and doors.
- Addition or alteration of parapets or rooflines.
- Removal, replacement or addition of awnings, or architectural projections to existing structures.
- Modification of building entrances.
- Addition, modification, or relocation of refuse enclosure.

Extended Review Type I Site Plan and Design Review

Permit Name: Extended Review Type I Site Plan and Design Review

Amount: \$250 for Each Item Reviewed (adjusted annually for inflation)

Rationale: Based on the actual cost to review such applications, staff anticipates that the Planning Division would spend an average of 3 hours administering and reviewing each of the permit applications, the Development Services Department would spend approximately 20 minutes reviewing each of the applications, and 40 minutes of administrative support transmitting the

application and processing the associated payment. The proposed fee is similar to the Type I Natural Resource Overlay District review fee of \$208, with an additional charge included for review by the Development Services Department and associated administrative costs. The fee is based on each item reviewed.

When Utilized: The Extended Review Type I Site Plan and Design Review fee is applicable for projects, as described in Chapter 17.62.035, that involve any of the following actions, alone or in combination:

- Addition or removal of up to 200 square feet to a commercial, institutional, or multifamily structure in which no increases are required to off-street parking. This includes a new ancillary structure, addition to an existing structure, or new interior space (excluding new drive thru). Increases of more than 200 square feet in a 12-month period shall be processed as Type II.
- Addition or removal of up to 1,000 square feet to an industrial use in which no increases are required to off-street parking. This includes a new ancillary structure, addition to an existing structure, or new interior space (excluding ancillary retail and office). Increases of more than 1000 square feet in a 12-month period shall be processed as Type II.
- Change to parking lot circulation or layout, excluding driveway modifications.
- Removal or relocation of vehicle parking stalls provided total parking remains between approved minimum and maximum with no new reductions other than through the downtown parking district.

These fees will be added to the Planning Fee Schedule on September 16, 2016 and will be adjusted annually beginning on January 1, 2017, based on the CPI-W for Portland, Oregon. Adjusted fees will be rounded to the nearest dollar.



2016 PLANNING FEE SCHEDULE

(Effective January 1, 2016)

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	\$3,446 plus actual City Attorney fees
Annexation Application	\$4,290
Annexation Metro Mapping (UOM is Acre)	< 1 = \$150 1 - 5 = \$250 5.1 - 40 = \$300 > 40 = \$400
Election Deposit	\$3,091
Amendment to Comp Plan	\$4,357
Code Interpretation / Similar Use	\$1,035
Conditional Use	\$3,746
Expedited Land Division	\$4,086 plus \$409 per lot
Extension (Land Use Permit)	\$667
Floodplain (Flood Mngmt Overlay Dist) Review (Type II)	no charge
Geologic Hazards Review	\$858
Geotechnical Review - High Water Table	\$588
Historic Review - Remodel	\$50
Historic Review - New Construction	\$50 plus 2.5% of construction cost max = \$1,000
Historic Review - Demolition	< 1,000 sf = \$273 > 1,000 sf = \$680
Lot Line Adjustment	\$1,145
Mailing Labels	\$15
Master Plan / Concept Plan	\$6,809
Master Plan / Concept Plan (Amendment)	Type I = \$680 Type II = \$2,043 Type III = \$3,404
Modifications	50% of current app. fee for app. being modified
Minor Partition	\$3,909
Non-Conforming Use (Type I)	See Public Records Request Form
Non-Conforming Use/Compatibility Review (Type II)	\$817
Parking Adjustment (Type III)	\$938
Pre-Application Conference	minor = \$544 major = \$1,055
Public Improvement Modification	\$350
Plan Review of Building Permit - Residential	\$75
Plan Review of Building Permit - Commercial	.1% bldg. permit value min = \$137 max = \$3,419
Sign Permit	\$173 plus 5% of sign construction cost
Temporary Banner Permit	\$50
Annual Right-of-Way Permit for Signage	\$172 or \$86 if submitted after June 30th
A-Frame Sign Permit within the Right-of-Way	\$50
Cross Street Banner within Right-of-Way Permit	\$65 Hwy 99E / Pedestrian Bridge \$210 Molalla Avenue at Beverly Drive
Street Light Banner within the Right-of-Way Permit	\$20 per banner
Sign Variance	\$1,253
Site Plan & Design Review (Minor Type I Over the Counter)	\$75 ≤ 2 reviews \$150 ≥ 3 reviews
Site Plan & Design Review (Minor Type I Extended Review)	\$250 each review
Site Plan & Design Review - Minor	\$817
Site Plan & Design Review / Detailed Master Plan	
- less than \$500,000	\$2,043 plus 0.007 X project cost
- \$500,000 to \$3,000,000	\$3,404 plus 0.005 X project cost
- over \$3,000,000	\$11,578 plus 0.003 X project cost max fee = \$54,308
Subdivision	\$4,086 plus \$340 per lot
Transportation Analysis Letter	\$464
Tree Replacement/Mitigation Fee	\$305 per tree
Variance (Administrative)	\$1,328
Variance (Hearing)	\$2,467
Natural Resource Review	
- Type I for Single/Two Family Lot	\$208
- Type I for Non-Single/Two Family Lot	\$416
- Type II or III for Single/Two Family Lot	\$967
- Type II or III for Non-Single/Two Family Lot	\$1,936
Willamette Greenway (Type II)	no charge
Willamette Greenway (Type III)	\$1,510
Zone Change / Text Amendment	\$2,764

**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	\$1,079	\$674	\$2,021	\$130
50+ units	\$1,349			
Non-residential				
<50K ft ²	\$2,696	\$674	\$2,021	\$130
50 to 100K ft ²	\$3,370			
>100K ft ²	\$4,044			
Transportation Analysis Letter (TAL): \$464				
Notes: 1. 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. 2. Applies to study areas including more than three intersections/accesses and/or development located near or along congested corridors. 3. Applies to developments involving a conditional use or zone change, or master plan. 4. 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.				