

RESOLUTION NO. 17-18

A RESOLUTION APPLYING THE FEES FOR TYPE I SITE PLAN AND DESIGN REVIEW TO TEMPORARY STRUCTURES.

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 amended the Oregon City Municipal Code to facilitate temporary structures on commercial, multi-family, industrial and institutional properties; and

WHEREAS, the review process for verifying compliance for temporary structures is identified as Type I Site Plan and Design Review; and

WHEREAS, the City proposes to apply the fees for Site Plan & Design Review - Minor Type I to the review process for temporary structures as described in Exhibit 1; and

WHEREAS, no changes to the fee schedule itself are proposed. Staff costs should include annual adjustment of the fees based on the consumer price index every year to account for inflation; and

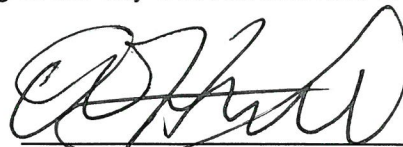
WHEREAS, staff relies on revenue from these fees to fund review and administration of applications and the City Commission concludes that the City should recover, to the extent practicable, the actual cost of reviewing the applications.

NOW, THEREFORE, OREGON CITY RESOLVES AS FOLLOWS:

Section 1. This resolution shall take effect on July 21, 2017.

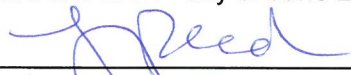
Section 2: The City hereby applies the Site Plan & Design Review – Minor Type I fee to the review process for temporary structures as identified in Ordinance 17-1007.

Approved and adopted at a regular meeting of the City Commission held on the 21st day of June 2017.



DAN HOLLADAY, Mayor

Attested to this 21st day of June 2017:


Kattie Riggs, City Recorder

Jaime Reed, Asst. City Recorder

Exhibits:

1. Fee Explanation
2. Fee Schedule

Approved as to legal sufficiency:



City Attorney

Exhibit 1: Fee Explanation

The City proposes to apply the fees for Site Plan & Design Review - Minor Type I to the review process for temporary structures as described below. No change to the fee schedule itself is proposed.

Approval of Ordinance 17-007 will amend the Oregon City Municipal Code to facilitate temporary structures on commercial, multi-family, industrial and institutional properties. Temporary structures may be constructed in accordance with Chapter 17.62.050 of the Oregon City Municipal Code, including but not limited to:

Temporary Structures up to 200 Square Feet -

- Constructed up to six times per year
- In place up to three consecutive days

Temporary Structure Larger than 200 Square Feet -

- Constructed up to two times per year
- Structures up to 800 square feet may be in place for up to 30 consecutive days.
- Structures larger than 800 square feet may be in place for up to 7 consecutive days.

The review process for verifying compliance for temporary structures is identified as Type I Site Plan and Design Review. This Resolution will apply the existing fees for Type I Site Plan and Design Review to the new process of reviewing temporary structures. No change to the fee schedule itself is proposed. A smaller fee would apply for applications proposing temporary structures for a single time period while a larger fee would apply to properties whom would like an option to construct modest sized temporary structures multiple times during the year. The fees reflect an estimation of the time associated with each review.

- A \$75 fee would be utilized for properties proposing temporary structure(s) for a single time period.
- A \$250 fee would be utilized for an annual permit (expiring December 31st) allowing for the construction of temporary structure(s) up to 200 square feet in size, within a specific boundary during multiple time periods.

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

Allows for the construction of a temporary structure(s) for a single time period.

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: The City amended the Oregon City Municipal Code to facilitate temporary structures on commercial, multi-family, industrial and institutional properties. The fee is based on an estimate of the actual cost to review such applications, including an average of 45 minutes administering and reviewing the permit as well as 20 minutes of administrative support processing the associated payment. The fee

applies to a variety of exterior alterations onsite. Due to the time to review the application, the fee doubles if the proposal includes three or more review items.

When Utilized: The fee would be utilized for properties proposing temporary structure(s) for a single time period. The fee applies to the process of Type I Site Plan and Design Review for over the counter review. This process is applicable for the following projects, as described in Chapter 17.62.035:

- 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.
- Temporary structure(s), excluding mobile vendors, for a single time period.

Extended Review Type I Site Plan and Design Review –

Allows for the construction of a temporary structure(s) up to 200 square feet in size, within a specific boundary during multiple time periods over a calendar year.

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

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

Rationale: The City amended the Oregon City Municipal Code to facilitate temporary structures on commercial, multi-family, industrial and institutional properties. The fee is based on an estimate of the actual cost to review such applications, including an average of 4 hours administering and reviewing the permit as well as 20 minutes of administrative support processing the associated payment.

When Utilized: The fee would be utilized for an annual permit (expiring December 31st) allowing for the construction of temporary structure(s) up to 200 square feet in size, within a specific boundary during multiple time periods. The fee applies to the process of Type I Site Plan and Design Review for extended review. This process is applicable for the following projects, as described in Chapter 17.62.035:

- 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.
- Temporary structure(s) up to 200 square feet in size, excluding mobile vendors, within a specific boundary during multiple time periods.

These fees will be adjusted annually based on the CPI-W for Portland, Oregon. Adjusted fees will be rounded to the nearest dollar.

2017 PLANNING FEE SCHEDULE

(Effective January 1, 2017)

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	\$3,488 plus actual City Attorney fees
Annexation Application	\$4,342
Annexation Metro Mapping (UOM is Acre)	< 1 = \$150 1 - 5 = \$250 5.1 - 40 = \$300 > 40 = \$400
Election Deposit	\$3,128
Amendment to Comp Plan	\$4,410
Code Interpretation / Similar Use	\$1,048
Conditional Use	\$3,791
Expedited Land Division	\$4,136 plus \$414 per lot
Extension (Land Use Permit)	\$675
Floodplain (Flood Mngmt Overlay Dist) Review (Type II)	no charge
Geologic Hazards Review	\$869
Geotechnical Review - High Water Table	\$595
Historic Review - Remodel	\$50
Historic Review - New Construction	\$50 plus 2.5% of construction cost max = \$1,000
Historic Review - Demolition	< 1,000 sf = \$276 > 1,000 sf = \$688
Lot Line Adjustment	\$1,159
Mailing Labels	\$16
Master Plan / Concept Plan	\$6,892
Master Plan / Concept Plan (Amendment)	Type I = \$688 Type II = \$2,068 Type III = \$3,445
Modifications	50% of current app. fee for app. being modified
Minor Partition	\$3,956
Non-Conforming Use (Type I)	See Public Records Request Form
Non-Conforming Use/Compatibility Review (Type II)	\$827
Parking Adjustment (Type III)	\$949
Pre-Application Conference	minor = \$551 major = \$1,068
Public Improvement Modification	\$355
Plan Review of Building Permit - Residential	\$76
Plan Review of Building Permit - Commercial	.1% bldg. permit value min = \$138 max = \$3,460
Sign Permit	\$175 plus 5% of sign construction cost
Temporary Banner Permit	\$51
Annual Right-of-Way Permit for Signage	\$174 or \$87 if submitted after June 30th
A-Frame Sign Permit within the Right-of-Way	\$51
Cross Street Banner within Right-of-Way Permit	\$66 Hwy 99E / Pedestrian Bridge \$213 Molalla Avenue at Beverly Drive
Street Light Banner within the Right-of-Way Permit	\$20 per banner
Sign Variance	\$1,268
Site Plan & Design Review - Minor Type I Over the Counter	up to 2 review items = \$75 3 or more review items = \$150
Site Plan & Design Review - Minor Type I Extended Review	\$250 per review
Site Plan & Design Review - Minor Type II	\$827
Site Plan & Design Review / Detailed Master Plan	
- less than \$500,000	\$2,068 plus 0.007 X project cost
- \$500,000 to \$3,000,000	\$3,445 plus 0.005 X project cost
- over \$3,000,000	\$11,718 plus 0.003 X project cost max fee = \$54,964
Subdivision	\$4,136 plus \$344 per lot
Transportation Analysis Letter	\$469
Tree Replacement/Mitigation Fee	\$309 per tree
Variance (Administrative)	\$1,344
Variance (Hearing)	\$2,496
Natural Resource Review	
- Type I for Single/Two Family Lot	\$211
- Type I for Non-Single/Two Family Lot	\$421
- Type II or III for Single/Two Family Lot	\$979
- Type II or III for Non-Single/Two Family Lot	\$1,959
Willamette Greenway (Type II)	no charge
Willamette Greenway (Type III)	\$1,529
Zone Change / Text Amendment	\$2,798

**2017 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	\$1,092	\$682	\$2,046	\$136
50+ units	\$1,365			
Non-residential				
<50K ft ²	\$2,729	\$682	\$2,046	\$136
50 to 100K ft ²	\$3,411			
>100K ft ²	\$4,093			
Transportation Analysis Letter (TAL): \$469				
<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. 				