

RESOLUTION NO. 2620

A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING A NEW FEE SCHEDULE FOR LAND USE DEVELOPMENT AND PLANNING REVIEW FEES, AND REPEALING RESOLUTION NO. 2529

WHEREAS, the Wilsonville City Council finds it necessary and reasonable to establish fees for the purpose of defraying actual costs for Land Use and Development Planning reviews; and

WHEREAS, the Wilsonville City Council finds that Oregon State law allows the City to recover its actual costs; and

WHEREAS, the City's Financial Policy states user fees should recover a minimum of direct costs and preferably direct plus indirect costs, and

WHEREAS, the City hired FCS Group to conduct a comprehensive analysis on the Community Development fund including the cost recovery rate of the Land Use Development and Planning Review Fees, and

WHEREAS, the analysis conducted by FCS Group concluded that the City currently recovers only 45% of the full cost of service of Land Use Development and Planning Review Fees; and

WHEREAS, the analysis conducted by FCS Group also concluded that total direct costs are 53% of full cost of recovery and indirect costs are 23% for a total minimum recovery of 76%, and

WHEREAS, the City is restructuring the fees to achieve a greater cost recovery and better align the fees with customer needs, and

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

Section 1. The City Council finds the proposed recovery of administrative costs for planning review and land use development services are actual, reasonable and necessary, therefore, the Planning fees are hereby established as set out in Exhibit “A”, which is attached to this resolution and incorporated by reference as if fully set forth herein.

Section 2. The fee schedule as proposed shall become effective May 1, 2017.

Section 3. These fees will be adjusted annually no later than March 1 each year to reflect the increase in the Portland/Salem area consumer price index for the prior calendar year.

Section 4. Resolution No. 2529 is hereby repealed and this Resolution takes effect upon adoption

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20th day of March 2017, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, City Recorder, MMC

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes

Attachments:

Exhibit A Planning Fees Structure

City of Wilsonville

Planning Division Proposed Fees				Planning Division Current Fees	
	Proposed	Estimated Cost	Estimated Recovery	Current	Percentage Change
Administrative Review				Administrative Review	
Class I	\$335	\$337	99%	\$190	76%
Class II	\$1,455	\$1,455	100%	\$666	118%
Annexation (+Metro)				Annexation (+Metro)	
	\$4,365	\$4,367	100%	\$2,851	53%
Appeals				Appeals	
Administrative Decision or Interpretation	\$475	\$1,529	31%	\$475	0%
DRB or Planning Commission Action	\$3,465	\$13,838	25%	\$950	265%
Referee Decision (expedited land division)	\$1,140	\$3,814	30%	\$1,141	0%
Architectural Review (Villebois)				Architectural Review (Villebois)	
Single Family	\$380	\$233	163%	\$381	0%
Multi-family per Unit	\$95	\$5	1900%	\$95	0%
Change of non-conforming use				Change of non-conforming use	
	\$1,010	\$1,008	100%	\$666	52%
Comprehensive Plan Amendment				Comprehensive Plan Amendment	
Legislative text	\$9,495	\$9,495	100%	\$3,802	150%
Legislative text with BM 56 notice	\$10,345	\$10,344	100%	\$7,033	47%
Legislative map	\$6,400	\$6,401	100%	\$3,802	68%
Legislative map with BM 56 notice	\$7,250	\$7,251	100%	\$7,033	3%
Quasi-judicial map	\$3,115	\$3,115	100%	\$2,851	9%
Quasi-judicial map with BM 56 notice	\$3,965	\$4,627	86%	\$6,083	-35%
Conditional use permit				Conditional use permit	
Accessory Use to SFD in Wilamette River Greenway	\$1,710	\$1,707	100%	\$666	157%
All Others	\$2,530	\$2,532	100%	\$2,281	11%
Erosion Control Inspection Fee				Erosion Control Inspection Fee	
Base	\$400	\$1,887	21%		New
Per additional Inspection	\$75	n/a			
Expedited Land Division				Expedited Land Division	
Under ORS 197	\$1,140	\$1,008	113%	\$1,141	0%
+per lot	\$20	n/a		\$19	5%
Villebois	Double regular fee	n/a		Double regular fee	
Final Plat Review Fee				Final Plat Review Fee	
Partition	\$1,155	\$2,312	50%	\$190	508%
Subdivision	\$2,480	\$4,965	50%	\$760	226%
Parks Plan Review Fee				Parks Plan Review Fee	
	\$2,610	\$5,221	50%	\$594	339%
Planned Unit Development				Planned Unit Development	
Stage I Any Use	\$2,120	\$2,121	100%	\$1,520	
Stage I Modified	\$1,190	\$2,387	50%	\$1,520	
Stage I Villebois SAP Modification	\$1,520	\$2,906	52%	\$1,520	
Stage II < 2 gross acres	\$7,825			\$1,520	
Stage II 2 to 10 gross acres	\$9,785	\$9,807	100%	\$2,281	
Stage II > 10 gross acres	\$11,740			\$1,520	
Stage II Modified	\$2,820	\$5,647	50%	\$2,281	
				\$285	
				\$19	
				\$2,281	
				\$285	
				\$0.029	
				\$2,281	Complete Restructure
				\$285	
				\$0.029	
				\$2,281	
				\$285	
				\$0.029	
				\$2,281	
				\$285	
				\$19	
				\$2,281	
				\$3,208	
				\$2,281	
				formula	
Preapplication Conference				Preapplication Conference	
Residential, less than 10 lots/units	\$400	\$1,599	25%	\$190	
Other Signs only	\$190	\$290	66%	\$381	
All Others	\$835	\$1,672	50%	\$190	Complete Restructure
				\$475	
				\$760	
Recorded Matter - per document				Recorded Matter - per document	
	\$335	n/a			New
Request for special meeting				Request for special meeting	
Staff	\$285	n/a		\$285	0%
DRB or Planning Commission	\$2,590	\$2,588	100%	\$1,141	127%
City Council	\$2,855	\$2,856	100%	\$2,281	25%

City of Wilsonville

Planning Division Proposed Fees				Planning Division Current Fees	
	Proposed	Estimated Cost	Estimated Recovery	Current	Percentage Change
Request for Time Extension					
Administrative	\$95	\$667	14%	\$95	0%
DRB Review: First Extension	\$475	\$667	71%	\$475	0%
DRB Review: Second Extension	\$950	\$667	142%	\$950	0%
DRB Review: Third Extension	\$1,900	\$667	285%	\$1,901	0%
Request to Modify Conditions of Approval					
Administrative	\$925	\$928	100%	\$475	95%
DRB Review	\$2,385	\$2,383	100%	\$1,141	109%
City Council	\$3,380	\$3,377	100%	\$1,141	196%
Review of Bldg Permit Application					
Residential - Deck/Garage/Carport etc.	\$260	\$262	99%	\$119	118%
All other Residential	\$320	\$319	100%	\$190	68%
All other	\$945	\$943	100%	\$615	54%
or % of value of bldg, whichever is greater not to exceed	0.0076 \$14,255	n/a n/a		0.0076 \$14,256	0% 0%
SROZ Review					
Verification of Boundary Abbreviated	\$395	\$394	100%	\$95	316%
Verification of Boundary Standard	\$485	\$487	100%	\$190	155%
SRIR Review Abbreviated	\$560	\$562	100%	\$570	-2%
SRIR Review Standard	\$1,590	\$1,590	100%	\$1,426	12%
Review Mitigation Monitoring Report	\$475	\$475	100%	\$143	232%
Signs Permits and Review (Except Temporary Signs)					
Class I Sign Permit	\$190	\$161	118%	\$190	0%
Minor Adjustment as Part of Class I Sign Permit	\$95	\$29	328%	\$95	0%
Class II Sign Permit	\$540	\$1,078	50%	\$475	14%
Class III Sign Permit	\$800	\$1,605	50%	\$666	20%
Master Sign Plan	\$1,340	\$1,343	100%	\$1,141	17%
Site Design Review					
Base Fee	\$2,120	\$5,152	41%	\$1,520	Complete Restructure
Additional per Occupied Building subject to review	\$1,515	n/a			
Additional per 5 acres, or portion thereof, of net site area (excl	\$1,515	n/a			
Staff interpretation (written)					
Without public notice (including zone compliance letter)	\$255	\$511	50%	\$190	34%
With public notice	\$1,660	\$3,323	50%	\$666	149%
Street Vacation					
	\$3,980	\$3,982	100%	\$2,281	74%
Temporary Use and Sign Permits					
Class I < 15 days	\$65	\$88	74%	\$95	-32%
Class I 15 - 30 days	\$90	\$88	102%	\$190	-53%
Class I Annual Event Signs	\$45	\$88	51%	\$59	-24%
Class II 31-60 days	\$410	\$548	75%	\$285	44%
Class II 61-120 days (signs only)	\$550	\$548	100%	\$381	44%
Class II 61-120 days (other temporary uses, may incorporate co	\$615	\$614	100%	\$950	-35%
DRB Review more than 120 days (non-sign temporary uses only	\$1,760	\$3,525	50%	\$950	85%
Tentative Plat Review					
Partition Administrative Review	\$1,010	\$1,008	100%	\$666	Complete Restructure
Partition DRB Review	\$2,120	\$2,121	100%	\$1,520	
Subdivision Base Fee	\$3,050	\$3,052	100%	\$1,520	
+ per lot	\$35	n/a		\$285	
				\$19	
Subdivision Commercial Base				\$1,520	
Subdivision Commercial additional per net acre for all sites > 1 a				\$285	
+ per lot				\$19	
Subdivision Industrial Base				\$1,520	
Subdivision Industrial additional per net acre for all sites > 5 acr				\$285	
+ per lot				\$19	
Subdivision Public Base				\$1,520	
Subdivision Public additional per net acre for all sites > 10 acres				\$285	
+ per lot				\$19	
Tree Permit					
Type A 3 or fewer	\$20	\$44	45%	\$19	5%
Type B or C 3 or fewer	\$100	\$400	25%	\$95	5%
Type B or C 4-10	\$140	\$557	25%	\$95	47%
+ per tree	\$10	\$19	53%	\$10	0%
Type B or C 11-25	\$290	\$1,156	25%	\$143	103%
+ per tree	\$10	\$19	53%	\$10	0%
Type B or C 26 or more	\$310	\$1,244	25%	\$190	63%
+ per tree	\$10	\$19	53%	\$10	0%
Type D	\$750	\$750	100%	\$950	-21%
DRB Review of Type C Removal Plan	\$155	\$158	98%	\$666	-77%

City of Wilsonville

Planning Division Proposed Fees				Planning Division Current Fees		
	Proposed	Estimated Cost	Estimated Recovery		Current	Percentage Change
Urban Reserve Concept Plan – initiated by owners				Urban Reserve Concept Plan – initiated by owners		
0 to 50 Acres Base Fee	\$2,500					
+ per hour for Staff Review/Report/Research Time	\$150					
Not to exceed	\$12,000	\$22,035	54%			
51 to 250 Acres Base Fee	\$5,000					New
+ per hour for Staff Review/Report/Research Time	\$150					
Not to exceed	\$22,035	\$22,035	100%			
251+ Acres Base Fee	\$7,500					
+ per hour for Staff Review/Report/Research Time	\$150					
Variance				Variance		
Administrative	\$665	\$1,008	66%	Administrative	\$666	0%
DRB Review	\$3,020	\$6,041	50%	DRB Review	\$2,281	32%
Waiver (per waiver)	\$550	\$1,104	50%	Waiver (per waiver)	\$190	189%
	Double applicable fee	n/a			Double applicable fee	
Villebois Expedited Review				Villebois Expedited Review		0%
Villebois FDP	\$1,520	\$4,818	32%	Villebois FDP	\$1,520	0%
Zone Change				Zone Change		
Legislative text	\$9,495	\$9,495	100%	Legislative text	\$3,802	150%
Legislative text with BM 56 notice	\$10,345	\$10,344	100%	Legislative text with BM 56 notice	\$7,033	47%
Legislative Map	\$6,400	\$6,401	100%	Legislative Map	\$3,802	68%
Legislative Map with BM 56 notice	\$7,250	\$7,251	100%	Legislative Map with BM 56 notice	\$7,033	3%
Quasi-judicial Map	\$3,115	\$3,115	100%	Quasi-judicial Map	\$1,520	105%
Zoning Verification Letter	\$300	\$709	42%			New

Planning Fee Sample Survey

Fee Category	Wilsonville Current	Wilsonville Proposed	Sherwood	Hillsboro	Happy Valley	West Linn	Tigard
Administrative Review	\$190 to \$665	\$335 to \$1,455	\$276 to \$2,425				\$90 to \$357
Annexation	\$2,851 +Metro	\$4,365 +Metro	100% actual cost including staff time; \$7,500 deposit	\$1,260 +Metro	Actual Cost with \$3,000 or \$10,000 Deposit	\$15,000 +\$1,000 Per Acre up to \$20,000	\$3,353
Appeals	\$475 to \$1,1141	\$475 to \$3,465	\$250 or 50% of original fees	50% original application fee	Actual Cost with \$1,500 or \$2,500 Deposit	\$400	\$300 to \$3,372
Change of non-conforming use	\$665	\$1,010	\$1,000	\$1,785	\$500	\$1,000 to \$3,000	\$731
Comprehensive Plan Admendment	\$3,802 to \$7,033	\$3,115 to \$10,345		\$4,200	\$500 to \$10,989		
Conditional use permits	\$665 to \$2,281	\$1,710 to \$2,530	\$2,072 to \$4,145	\$2,625	\$500 to \$3,140	\$200 to \$4,500	\$731 to \$6,676
Erosion Control Inspection Fee	\$0	\$400 +\$75 each additional	\$295 New Cosntructio; \$105 Additions; \$295 plus \$295 per acre for development	\$295 New Cosntructio; \$105 Additions; \$295 plus \$295 per acre for development	\$400 per building	\$450 to \$875	\$295 New Cosntructio; \$105 Additions; \$295 plus \$295 per acre for development
Expedited Land Division	\$1,141 +\$19 per lot	\$1,010 +\$20 per lot	\$550 to \$2,205		\$10,203	\$4,000 +\$300 per lot	\$4,830
Final Plat Review	\$190 to \$760	\$1,155 to \$2,480 +\$335 per legal document fee	\$550 to \$6,222 + \$20 per lot	\$790	\$1,000	\$200 to \$800	\$1,122
Planned Unit Developemnt	\$1,520 to \$2,281 + \$285 per acre + \$19 per lot	\$1,190 to \$11,740	\$2,205 + site plan review fees	\$735 to \$5,250 +\$20 per lot	\$250 to \$2,803 +\$300 per lot	\$4,200 +\$400 AC	\$9,286 + SDR fees
Preapplication Conference	\$190 to \$760	\$190 to \$835	\$400		\$500 to \$1,000	\$350 to \$1,000	\$300 to \$718
Request for Time Extension	\$95 to \$1,901	\$95 to \$1,901	\$150 to \$300		\$100		\$357
SROZ Review	\$95 to \$1,426	\$395 to \$1,590		\$1,315 to \$2,100	\$505 to \$2,525	\$250 to \$2,600	\$731 to \$3,464
Sign Permits and Review (Except Temporary Signs)	\$190 to \$1,141	\$190 to \$1,340	\$150 & fines for portable sign violation	\$60 to \$500	\$50 to \$150	\$50 to \$250	\$63 to \$201
Site Design Review	\$1,520	\$2,120 + \$1,515 per occupied bldg + \$1,515 per 5 acres	\$276 to \$6,222	\$315 to \$5,775	\$250 to \$2,803 +\$300 per lot	\$2,100 + 4% of construction value	\$5,664 to \$7,358 +\$6 per \$10k over \$1m
Staff Interpretation	\$190 to \$665	\$510 to \$3,230	\$330	\$315		\$850	\$731
Street Vacation	\$2,281	\$3,980			\$1,500	\$1,000 to \$6,000	
Temporary Use and Sign Permits	\$59 to \$950	\$45 to \$3,525	\$335	\$15 to \$100	\$100 to \$300	\$280 to \$3,500	\$63 to \$357
Tentative Plat Review	\$665 to \$1,520 +\$285 per acre +\$19 per lot	\$1,010 to \$3,050 + \$35 per lot		\$2,100 to \$3,545	\$500 to \$8,809+	\$2,800	\$4,017 to \$8,890
Tree Permit	\$19 to \$950; \$95 to \$190 +\$10 per tree	\$20 to \$750; \$100 to \$310 +\$10 per tree	\$60 to \$107		\$50 to \$5,000		\$703 to \$2,712
Variance	\$665 to \$2,281	\$665 to \$3,020	\$50 to \$4,145	\$525 to \$1,785	\$303 to \$2,828	\$825 to \$2,900	\$357 to \$783
Waiver	\$190	\$550					
Zone Change	\$1,520 to \$7,033	\$3,115 to \$10,345	\$5,330	\$2,625		\$3,000	\$4,218 to \$11,211
Zoning Verification Letter	\$0	\$300	\$50				\$107 to \$731