

Planning/Building Fee Schedules



Public Hearing – Resolution No. 2024-25 and 2024-26

Resolution No. 2024 – 25, Building Fee Schedule Update

Resolution No. 2024 – 26, Planning Fee Schedule Update

City Council Strategies

GOAL: CITY GOVERNMENT CAPACITY – Strengthen the City’s ability to prioritize and deliver municipal services with discipline and focus.

OBJECTIVE: Identify and focus on the city’s core services.

GOAL: GROWTH AND DEVELOPMENT CHARACTER – Guide growth and development strategically, responsively, and responsibly to enhance our unique character.

OBJECTIVE: Define the unique character through a community process that articulates our core principles.

OBJECTIVE: Strategically plan for short and long-term growth and development that will create enduring value for the community.

History of the Dialogue

2017 – City was collecting approximately 10% of costs of delivering a current planning program.

2018 – City Council directed staff to propose a fee schedule for planning full cost recovery phased in over five years.

2018 – City commissioned a third-party study for planning and to update building fees.

2020 – City elected not to move forward with an annual increase due to the pandemic.

2023 – City commissioned a third-party study for engineering fees. Elected to add an update on the building and planning fees for a five year check and balance.

Public Hearing – Resolution No. 2024-25 and 2024-26

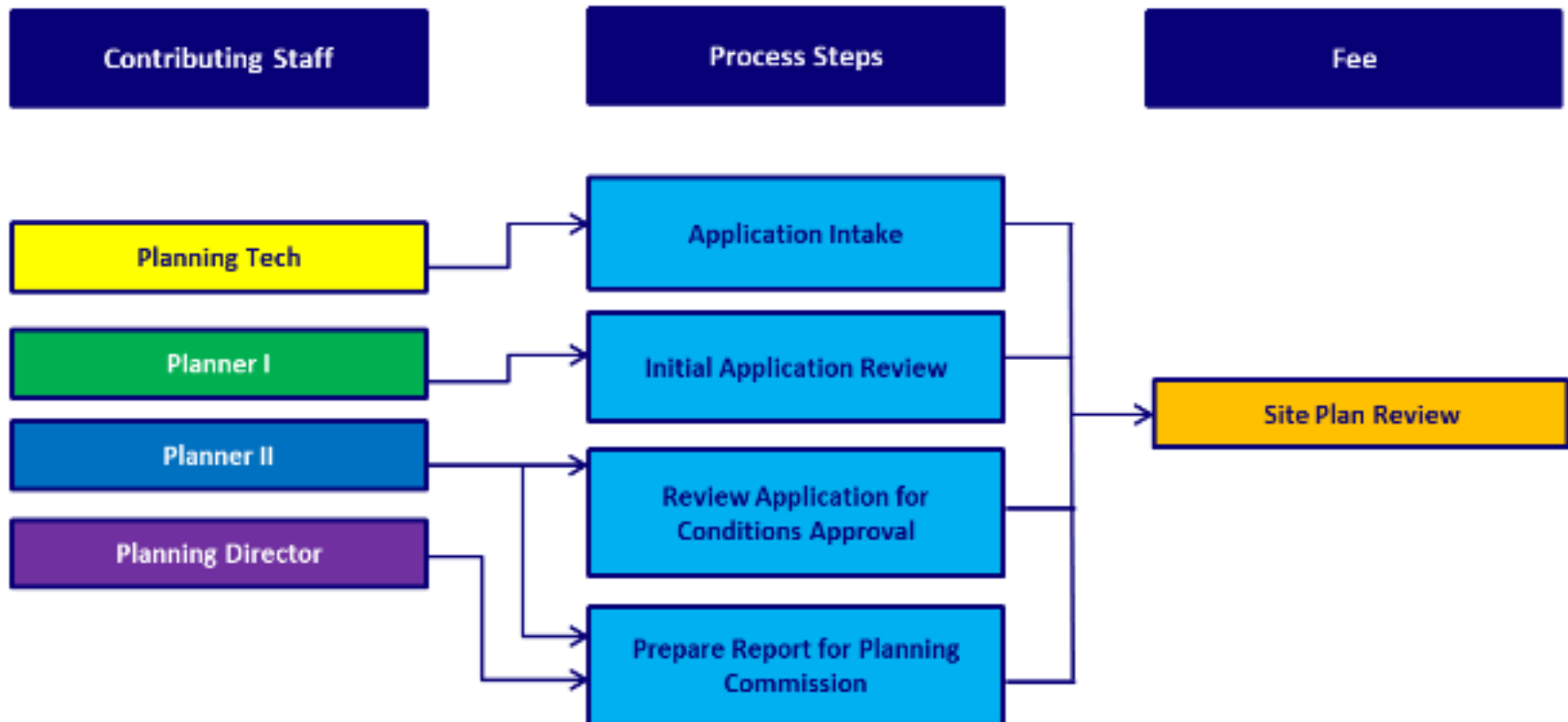
Resolution No. 2024 – 25, Building Fee Schedule Update

- **4% CPI Increase**
- **Reviewed by Oregon Building Codes Division**
- **Noticed 45 days in advance of Public Hearing**
- **Noticed Public Hearing in the News Register**
- **Recent Fee Study Update = On Track**

Resolution No. 2024 – 26, Planning Fee Schedule Update

- **4% CPI Increase**
- **Last year for full cost recovery catch-up**
- **Noticed Public Hearing in the News Register (x2)**
- **Recent Fee Study Update = Lots of Changes**

Methodology and Approach



Methodology and Approach

Conditional Use Permit	Planning Director	Assoc Planner	Planning Analyst	Permit Coordinator	Sr. Planners	Totals
Pre application review	1.00	1.00	-	-	-	2.00
Application Intake	-	-	1.00	0.17	-	1.17
Completeness review	-	1.00	-	-	-	1.00
Application review	1.00	4.00	1.25	-	-	6.25
Administrative approval	-	-	-	-	-	-
Commission / Committee approval	1.00	3.00	1.00	-	-	5.00
City Council approval	-	-	-	-	-	-
Issue decision letter	0.50	1.00	1.50	-	-	3.00
Application close out	-	-	1.00	-	-	1.00
PHR Calculation	-	-	-	-	-	-
Total Hours by Position	3.50	10.00	5.75	0.17	-	19.42
Total Cost By Position	\$ 606.31	\$ 841.11	\$ 464.76	\$ 23.54	\$ -	1,935.72
City/Dept Overhead						\$ 400
Dept Management & Administration						\$ 144
Customer service						\$ 720
Total Cost						\$ 3,200

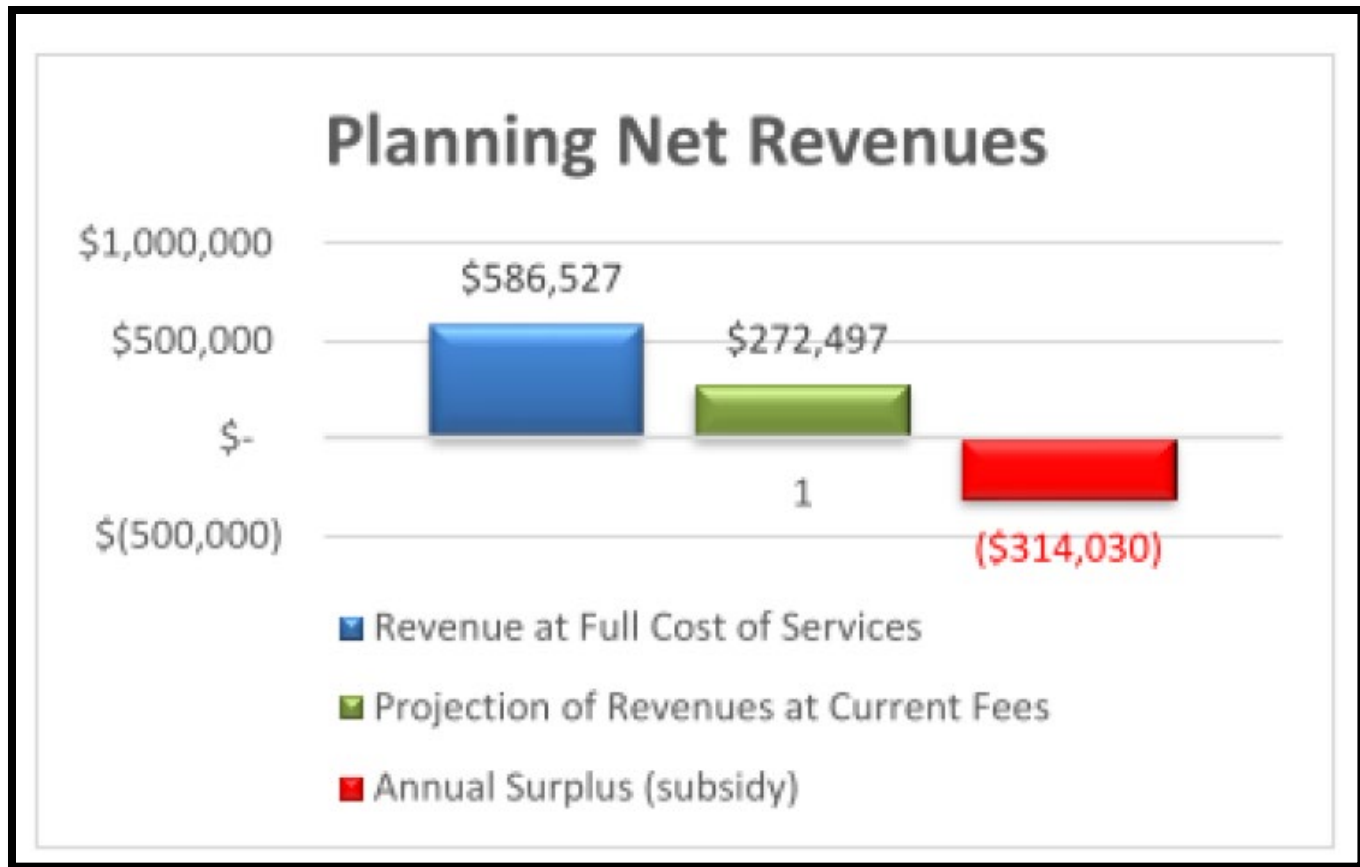
Revenue Cost Comparison – How Are We Doing?

BUILDING REVENUE

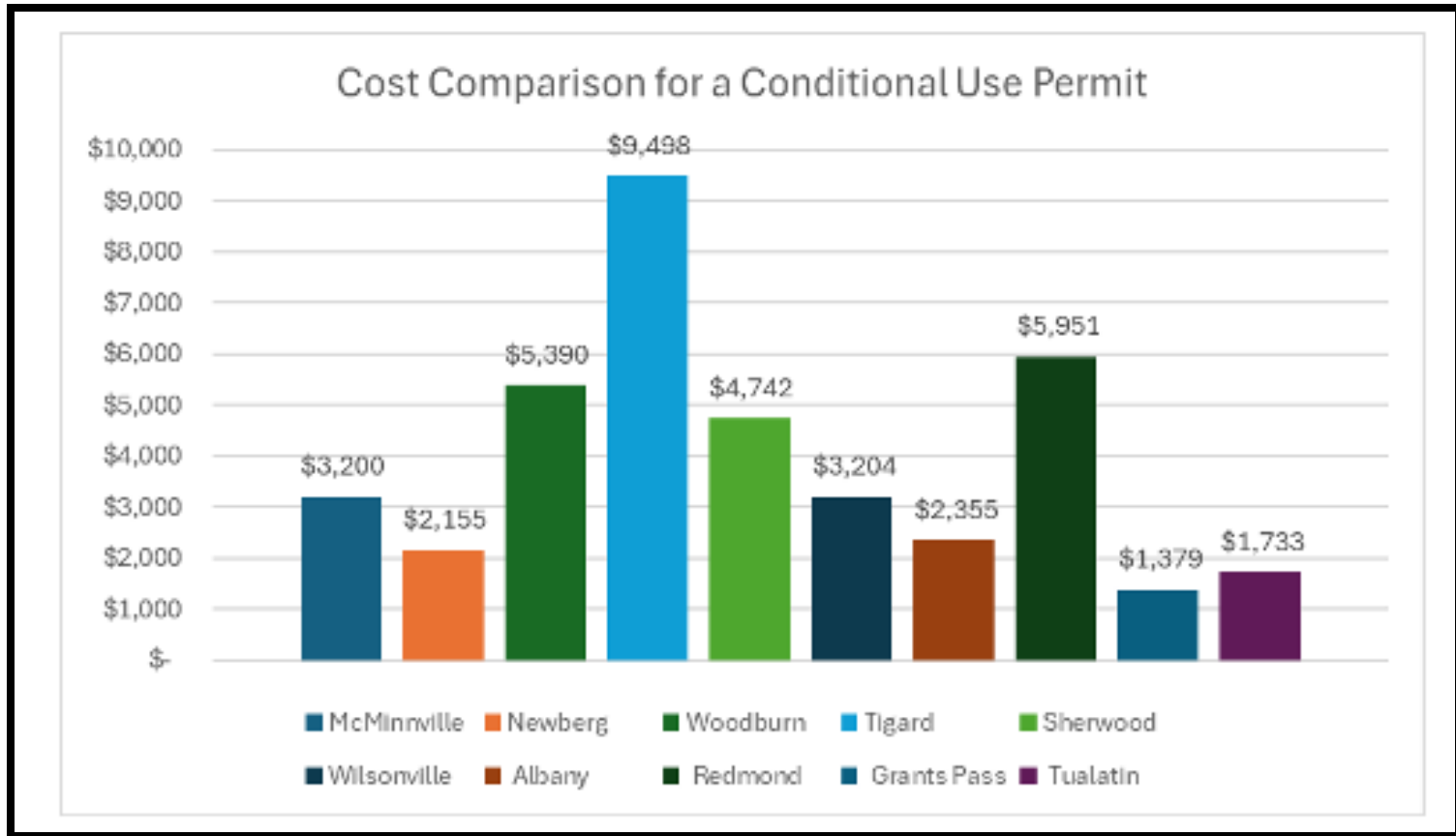


■ Revenue at Full Cost ■ Projected Revenue at Current Prices ■ Annual Surplus or (Subsidy)

Revenue Cost Comparison – How Are We Doing?



City Comparison



Under Collection – Policy Directives

Permit Type	Current Fee	Full Cost Recovery (23/24)	Proposed Fee (+4%)	Subsidy (23/24)
Appeal – First Appeal to a Hearings Body	\$333.00	\$3,320.00	\$250.00	\$14,936.00
Appeal – Hearings Body Decision	\$1,260.00	\$6,538.00	\$1,310.00	\$21,112.00
Downtown Design Standards and Guidelines – Administrative Approval	\$610.00	\$2,354.00	\$634.40	\$1,744.00
Downtown Design Standards and Guidelines – Administrative Approval	\$1,809.00	\$3,129.00	\$1,881.00	\$2,640.00
Historic Landmarks – Certificate of Approval, Alteration	\$1,809.00	\$3,801.00	\$1,881.00	\$6,600.00
Home Occupation	\$333.00	\$678.00	\$346.00	\$1,723.00
NE Gateway Design Standards and Guidelines – Administrative Approval	\$667.00	\$2,141.00	\$694.00	\$2,947.00
Sign Permit – Permanent	\$185.00	\$744.00	\$192.00	\$11,749.00
Street Tree Removal	\$160.00	\$1,976.00	\$166.00	\$72,630.00
TOTAL:				\$136,081.00

Under Collection – Model Correction

Permit Type	Current Fee	Full Cost Recovery (23/24)	Proposed Fee (+4%)	% Increase
Area Plan Review – Property Owner Initiated	\$11,580.00	\$30,144.00	\$31,350.00	171%
Historic Resources Inventory – Amendment	\$1,304.00	\$2,421.00	\$2,518.00	93%
Interpretation of Code by Director	\$603.00	\$1,250.00	\$1,300.00	116%
Landscape Plan Review	\$1,207.00	\$1,976.00	\$2,055.00	70%
Master Plan	\$6,400.00	\$17,666.00	\$18,373.00	187%
Parking Lot Review	\$862.50	\$1,801.00	\$1,873.00	117%
Parking Variance for Historic Structures	\$981.00	\$2,280.00	\$2,371.00	142%
Single, Duplex, Triplex, Quadplex, Townhome, ADU*	\$262.50	\$1,212.00	\$1,260.00	380%
Cottage Cluster, Single Room Occupancy – Small Housing*	\$577.50	\$1,341.00	\$1,395.00	142%
Apartments, Single Room Occupancy – Large Housing*	\$787.50	\$1,926.00	\$2,003.00	154%

Reduced Fees – Model Correction

Permit Type	Current Fee	Full Cost Recovery (23/24)	Proposed Fee (+4%)	% Increase
Appeal – First Appeal to a Hearings Body	\$333.00	\$3,320.00	\$250.00	25%
Comprehensive Plan Map Amendment	\$8,210.00	\$7,671.00	\$7,978.00	3%
Comprehensive Plan Text Amendment / Zoning Text Amendment	\$10,285.00	\$9,514.00	\$9,895.00	4%
Conditional Use Permit	\$3,505.00	\$3,200.00	\$3,328.00	4%
Partition of Land (Tentative)	\$2,087.00	\$1,882.00	\$1,957.00	6%
Sign Standards Exception	\$2,609.00	\$2,349.00	\$2,443.00	6%
Solar Collection System Variance	\$2,609.00	\$2,349.00	\$2,443.00	6%
Subdivision Per Lot Fee	\$40.00	\$35.00	\$36.00	10%

New Fees

Permit Type	Current Fee	Full Cost Recovery (23/24)	Proposed Fee	Subsidy (24/25)
Pre-Application / Pre-Development Meeting	\$0.00	\$\$1.500.00	\$250.00	TBD

Suggested Amendments

Permit Type	Proposed Fee
Amend: Downtown Design Standards and Guidelines – Administrative Approval	\$634.40 \$634.00
Delete: Street Tree Removal	\$166.00
Add: Street Tree Removal – Simple Street Tree Removal – Complex	\$166.00 \$2,035.00
Add: Private Development Agreements Public Facility Improvement Agreement Easement Agreement Stormwater Maintenance Agreement Waiver of Remonstrance Maintenance Agreement Quitclaim/Bargain and Sale Deed Reimbursement District	\$704.00 \$704.00 \$704.00 \$214.00 \$214.00 \$214.00 \$214.00 \$1,000.00

QUESTIONS?

