

RESOLUTION NO. 2024-39

A Resolution Adopting an Engineering Fee Schedule.

RECITALS:

Whereas, the City of McMinnville collects fees for land-use applications, engineering design review, and project permitting to fund the review, management, and inspection costs associated with new development projects; and

Whereas, per Resolution No. 2003-35, it is the belief of the City Council that developers and others using the services of the Engineering Department for current should pay their share of the costs associated with their projects; and

Whereas, in 2023, the City of McMinnville commissioned Praxis Solutions to update to perform an engineering fee study; and

Whereas, the results of that study were presented to Council on June 11th, 2024 where the Council provided feedback to city staff for implementation of the Engineering Fee Schedule.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:

1. That the City of McMinnville’s Engineering Fee Schedule will be as established by the fee schedule attached to this Resolution. That the City Manager is hereby authorized and directed to execute the Standard Public Contract.
2. That this fee schedule will take effect October 1, 2024, and provide a grandfather period for in-process projects till July 1, 2025.

MISCELLANEOUS PROVISIONS:

The attached Exhibit A - Engineering Fee Schedule –

- Assumes a goal of a 100% cost recovery.
- The fee schedule will be updated on July 1 of each year.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 25th day of June, 2024 by the following votes:

Ayes: Geary, Peralta, Payne, Garvin

Nays: Chenoweth

Approved this 25th day of June 2024.

MAYOR

Approved as to form:

City Attorney

Attest:

City Recorder

EXHIBITS:

- A. Engineering Fee Schedule



ENGINEERING FEE SCHEDULE (EFFECTIVE 10/1/2024)

Updated: June 13th, 2024

DESCRIPTION	FEE
Public Improvements - Construction Project Agreement (CPA) *1	
First \$100,000 Eng Cost Estimate	5%
> 100,000	3%
Right-of-Way Excavation / Work Review and Permitting	
Utility Permit - Plan Review and Permit	\$ 547.70
ROW Minor (50 Ft lot frontage and local street classification) - Plan Review and Permit	\$ 1,017.16
ROW Major (more than one lot frontage or higher than local street classification) - Plan Review and Permit	\$ 3,115.20
Sidewalk and Driveway Permit (per 50 LF of sidewalk and/or per of driveways) - Plan Review and Permit *3	\$ 782.43
Early Grading Plan Review and Permitting	
Early Grading and Drainage Plan Review	\$ 4,896.25
Early Grading and Drainage Permit - less than one acre	\$ 782.43
Early Grading and Drainage Permit -more than one acre	\$ 1,538.32
Erosion Control Permit	
Less than One Acre - Plan Review and Permit	\$ 850.53
More than One Acre - Plan Review and Permit	\$ 1,606.41
Simplified Single Family Residential - Plan Review and Permit *3	\$ 360.77
On-Site Development Review and Permitting	
On-Site Plan Review - Based on Permit Job Value	
Value < \$100,000	5%
Value \$100,000 - \$500,000	3%
Value > \$500,000	1%
On-Site Development Permit - Less than One Acre	\$ 1,564.86
On-Site Development Permit - More than One Acre	\$ 3,129.73
Misc. Engineering Fees	
Temporary Street/ROW Use Permit *3	\$ 1,550.77
Revocable Agreement	\$ 631.78
Private Development agreements	\$ 2,752.93
Public Facility Improvement Agreement	\$ 1,007.87
Easement Agreement	\$ 2,319.48
Stormwater Maintenance Agreement	\$ 1,049.33
Waiver of Remonstrance	\$ 1,033.85
Maintenance Agreement	\$ 1,816.28
Quitclaim/Bargain and Sale Deed	\$ 892.84
Reimbursement District	\$ 5,210.69
System Development Charge/Reimbursement Agreement	\$ 4,347.27
System Impact Analysis - City Consultant Fee Plus 25% for Admin	Calculated
Completeness Check	\$ 1,375.70
Supplemental Review (more than 3 reviews - per sheet)	\$ 315.89
Addition Inspections or Permits for which No Fee is Indicated	Actual Hr. Rate
Miscellaneous Engineering Fees	Actual Hr. Rate

Planning Fees Supported by Engineering (New Fees)	
Area Plan Review – Property Owner Initiated	\$ 6,317.84
Annexation	\$ 3,439.24
Comprehensive Plan Map Amendment	\$ 2,067.69
Comprehensive Plan Map Amendment / Zone Map Amendment	\$ 2,067.69
Comprehensive Plan Text Amendment / Zoning Text Amendment	\$ 2,067.69
Conditional Use Permit	\$ 1,375.70
Land Division Application:	
Partition	\$ 2,648.91
Subdivision ≤ 10 lots	\$ 2,648.91
Subdivision (more than 10 lots)	\$ 4,716.60
Expedited Land Division Application - 50% additional Over Published Fee	Calculated
Landscape Review Plan *2	\$ 977.78
Large Format Commercial Development	
Design Review	Actual Hr. Rate
Partition of Land (Tentative)	Actual Hr. Rate
Property Line Adjustment	Actual Hr. Rate
Traffic Impact Analysis Review	Actual Hr. Rate
Revision Review 50% of Original Fee	Calculated

*1 CPA Fee is an existing fee. It covers management of the CPA and does include some cost recovery for public improvement plan review and inspection.

*2 Engineering only adds fee to Landscape review when reviewing landscaping for engineered stormwater facilities

*3 75% fee reduction to fees that have direct impact on residents. Language on how to administratively apply this potential reduction will be incorporated into the Engineering Design Standards and managed by administrative rule at the discretion of the City Engineer. The following language to be utilized till the Engineering Design Standards are developed and adopted:

*The Sidewalk and Driveway Permit is eligible for a 75% reduction if the applicant can show the proposed improvement will be installed at their residence. If the permit applicant is a licensed professional applying on behalf of the resident where the proposed improvement will be installed, this discount can also be applied.

*The Sidewalk and Driveway Permit fee can be waived at the discretion of the City Engineer under the circumstance where it is determined that installed public improvements have contributed to the need for the sidewalk or driveway to be replaced to meet current standards.

*4 All Fees are potentially eligible for a 50% reduction if affordable housing criteria are met as defined in Resolution 2016-81.