#### **RESOLUTION NO. 2620**

#### A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING A NEW FEE SCHEDULE FOR LAND USE DEVELEOPMENT 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:

<u>Section 1.</u> 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.

<u>Section 2.</u> 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 Resolution No. 2529 is hereby repealed and this Resolution takes effect upon adoption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 20<sup>th</sup> 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 Pro	posed Fees	Planning Division Current Fees				
		Estimated Proposed Cost			Current	Percentage Change
Administrative Review	Toposed	Cost	Recovery	Administrative Review	current	Chunge
Class I	\$335	\$337	99%	Class I	\$190	76%
Class II	\$1,455	\$1,455	100%	Class II	\$666	118%
Annexation (+Metro)	\$4,365	\$4,367	100%	Annexation (+Metro)	\$2,851	53%
Appeals	\$ 1,505	φ <del>1</del> ,307	10070	Appeals	<i>\$2,031</i>	0070
Administrative Decision or Interpretation	\$475	\$1,529	31%	Administrative Decision or Interpretation	\$475	0%
DRB or Planning Commision Action	\$3,465	\$13,838	25%	DRB or Planning Commision Action	\$950	265%
Referee Decision (expedited land division)	\$1,140	\$3,814	30%	Referee Decision (expedited land division)	\$1,141	20570
Architectural Review (Villebois)	\$1,110	φ5,014	5070	Architectural Review (Villebois)	<i></i>	070
Single Famiy	\$380	\$233	163%	Single Famiy	\$381	0%
	\$95	\$255 \$5	1900%	Multi-family per Unit	\$95	0%
Multi-family per Unit Change of non-conforming use	\$1,010	\$1,008	1900%	Change of non-conforming use	\$95 \$666	52%
Comprehensive Plan Admendment	\$1,010	\$1,008	100%		\$000	5270
•	\$9,495	¢0.405	1000/	Comprehensive Plan Admendment	¢2 802	150%
Legislative text		\$9,495	100%	Legislative text	\$3,802	47%
Legislative text with BM 56 notice	\$10,345	\$10,344	100%	Legislative text with BM 56 notice	\$7,033	
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	\$2,851	9%
Quasi-judicial map with BM 56 notice	\$3,965	\$4,627	86%	Quasi-judicial map with BM 56 notice	\$6,083	-35%
Conditional use permit	<b>\$1 5</b> 10			Conditional use permit		1.550
Accessory Use to SFD in Wilamette River Greenway	\$1,710	\$1,707	100%	Accessory Use to SFD in Wilamette River Greenway	\$666	157%
All Others	\$2,530	\$2,532	100%	All Others	\$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 Lan Division		
Under ORS 197	\$1,140	\$1,008	113%	Under ORS 197	\$1,141	0%
+per lot	\$20	n/a		+per lot	\$19	5%
	Double regular				Double	
Villebois	fee	n/a		Villebois	regular fee	
Final Plat Review Fee				Final Plat Review Fee		
Partition	\$1,155	\$2,312	50%	Partition	\$190	508%
Subdivision	\$2,480	\$4,965	50%	Subdivision	\$760	226%
Parks Plan Review Fee	\$2,610	\$5,221	50%	Parks Plan Review Fee	\$594	339%
Planned Unit Development				Planned Unit Development		
Stage I Any Use	\$2,120	\$2,121	100%	Stage I Residential	\$1,520	
Stage I Modified	\$1,190	\$2,387	50%	Stage I Commercial	\$1,520	
Stage I Villebois SAP Modification	\$1,520	\$2,906	52%	Stage I Industrial	\$1,520	
Stage II < 2 gross acres	\$7,825			Stage I Public	\$1,520	
Stage II 2 to 10 gross acres	\$9,785	\$9,807	100%	Stage I Villebois SAP (Per Resolution 1896)	\$2,281	
Stage II > 10 gross acres	\$11,740			Stage I Villebois SAP Modification	\$1,520	
Stage II Modified	\$2,820	\$5,647	50%	Stage II Residential Base	\$2,281	
				Stage II Residential additional per net acre for all sites >2acres	\$285	
				+ per unit	\$19	
				Stage II Commercial Base	\$2,281	
				Stage II Commercial additional per net acre for all sites >1acres	\$285	
				+ per sq ft for all bldgs >5000 sq ft	\$0.029	
				Stage II Industrial Base	\$2,281	Complete
				Stage II Industrial additional per net acre for all sites > 2 acres	\$285	Restructure
				+ per sq. ft. for all bldgs > 10,000 sq. ft.	\$0.029	
				Stage II Public Base	\$2,281	
					72,201	

				+ per sq. ft. for all bldgs > 10,000 sq. ft.	Ş0.029	
				Stage II Public Base	\$2,281	
				Stage II Public additional per net acre for all sites > 5 acres	\$285	
				+ per sq. ft for all bldgs > 25,000 sq. ft.	\$0.029	
Stage II Villebois PDP Base	\$2,280	\$9,923	23%	Stage II Villebois PDP Base	\$2,281	
Stage II Villebois PDP additional per net acre for all sites > 2 ad	\$285	n/a		Stage II Villebois PDP additional per net acre for all sites > 2 acre	\$285	
+ per lot	\$20	n/a		+ per lot	\$19	
				Stage II PDP Modification (Minor)	\$2,281	
				Stage II PDP Modification (Major)	\$3,208	
				Stage II Mixed Use Bldgs Base	\$2,281	
				Stage II Mixed Use Bldgs Additional	formula	
Preapplication Conference				Preapplication Conference		
Residential, less than 10 lots/units	\$400	\$1,599	25%	Residential <50 lots/units	\$190	
Other Signs only	\$190	\$290	66%	Residential =to of >50 lots/units	\$381	0 1/
All Others	\$835	\$1,672	50%	Other Signs only	\$190	Complete Restructure
				Other Single bldg, <100,000 sq ft.	\$475	
				All Others	\$760	
Recorded Matter - per document	\$335	n/a				New
Request for special meeting				Request for special meeting		
Staff	\$285	n/a		Staff	\$285	0%
DRB or Planning Commission	\$2,590	\$2,588	100%	DRB or Planning Commission	\$1,141	127%
City Council	\$2,855	\$2,856	100%	City Council	\$2,281	25%

## City of Wilsonville

Propos         Control         Request for the Scheding         Control         Control           Additionaria         59         500 <th>Planning Division Propos</th> <th>ed Fees</th> <th colspan="4">Planning Division Current Fees</th>	Planning Division Propos	ed Fees	Planning Division Current Fees				
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DNH R. Los. Name Houmine9999471.02946 Proper Second Pethoden (549)Results Modif Conditions of Approal100 Proper Second Seco	DRB Review: First Extension	\$475	\$667	71%	DRB Review: First Extension	\$475	0%
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Bisquet to Modify Conditions of Agronal         Interview         Advantage of the second of the seco						-	0%
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Class II 61-120 days (signs only)       \$350       \$548       100%       Class II 61-120 days (signs only)       \$381         Class II 61-120 days (signs only)       \$317.00       \$3.525       \$508       DR8 Review more than 120 days (onn-sign temporary uses, may incorporate co       \$950         Partition Administrative Review       \$1.000       \$1.008       100%       Partition Administrative Review       \$1.520         Partition Administrative Review       \$3.050       \$3.052       \$100%       Partition Administrative Review       \$1.520         Partition Administrative Review       \$3.050       \$3.052       \$100%       Partition Administrative Review       \$1.520         Subdivision Base Fee       \$3.050       \$3.052       \$100%       Partition Administrative Review       \$1.520         ' per lot       \$3.525       Na       '       *       *       *       \$1.60%         Subdivision Residential additional per net acre for all sites > 2 at       \$2.85       \$1.520       \$1.520       \$1.520         ' per lot       '       *       *       *       *       *       \$1.60%       \$1.60%       \$1.60%         ' per lot       \$3.050       \$3.050       \$3.050       \$3.050       \$3.050       \$3.050       \$3.052       \$2.525       \$2.525 <td>Class I Annual Event Signs</td> <td>\$45</td> <td>\$88</td> <td>51%</td> <td>Class I Annual Event Signs</td> <td>\$59</td> <td>-24%</td>	Class I Annual Event Signs	\$45	\$88	51%	Class I Annual Event Signs	\$59	-24%
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Class II 61-120 days (other temporary uses, may incorporate on DRB Review more than 120 days (non-sign temporary uses, may incorporate on DRB Review more than 120 days (non-sign temporary uses on)         S950           Partition Administrative Review         S1.00         S1.008         S1.008         Partition Administrative Review         S550           Partition DRB Review         S1.010         S1.008         S1.008         Partition Administrative Review         S550           Partition DRB Review         S1.010         S1.008         S1.008         S000         Partition Administrative Review         S1.520           Subdivision Base Fee         S3.05         S3.05         S3.02         S0.00         Subdivision Commercial Base         S1.520         S1.520           Subdivision Commercial Base         S1.520         Subdivision Commercial Base         S1.520         S1.520         S1.520           Subdivision Industrial Base         S1.520         Subdivision Industrial Base         S1.520         S1.520         S1.520         S1.520           Subdivision Rubinerial Base         S1.520         Subdivision Industrial Base         S1.520         S1.520         Subdivision Rubinerial Base         S1.520         S1.520           Subdivision Public Base         S1.520         Subdivision Rubinerial Base         S1.520         S1.520         S1.520         S1	Class II 61-120 days (signs only)	\$550	\$548	100%	Class II 61-120 days (signs only)	\$381	449
DRB Review more than 120 days (non-sign temporary uses only         \$1,760         \$3,525         500         DRB Review more than 120 days (non-sign temporary uses only         \$950           Tentative Plat Review         Tentative Plat Review         \$666           Partition DRB Review         \$51,520         \$2,120		\$615	\$614			\$950	-35%
Tentative Plat Review         Tentative Plat Review         Tentative Plat Review         Sector           Partition Administrative Review         \$1,010         \$1,008         100%         Partition DRB Review         \$5666           Partition DRB Review         \$2,120         \$2,121         100%         Subdivision Base Reve         \$1,520           + per lot         \$335         \$3,085         \$3,050         \$3,050         \$3,050         \$3,050           + per lot         \$355         n/a         + per lot         \$19         \$100%         \$10%							85%
Partition Administrative Review         \$1,010         \$1,008         100%         Partition Administrative Review         \$666           Purition DRB Review         \$2,120         \$2,121         100%         Partition DRB Review         \$1,520           Subdivision Base Fee         \$3,050         \$3,052         100%         Subdivision Residential Base         \$1,520           + per lot         \$33,55         n/a         *         \$ubdivision Commercial Base         \$1,520           Subdivision Commercial additional per net acre for all sites > 2 at         \$285         + per lot         \$19           Subdivision Commercial additional per net acre for all sites > 5 ar         \$285         + per lot         \$19           Subdivision Nubtrial Base         \$1,520         \$ubdivision Industrial additional per net acre for all sites > 5 ar         \$285           + per lot         \$19         \$ubdivision Public Base         \$1,520           Subdivision Public Base         \$1,520         \$ubdivision Public Base         \$1,520           Subdivision Rever         \$10         \$19         \$10         \$10           Type A 3 or fewer         \$20         \$44         45%         Type A 3 or fewer         \$19           Type B or C 3 or fewer         \$10         \$19         \$3%         +per tree			+ = ,= = =	5070		çsse	,
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Subdivision Base Fee         \$3,050         \$3,052         10%         Subdivision Residential Base         \$1,520         \$285 <t< td=""><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td></t<>						-	
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Precision $1 + per lot$ $1 + per $							
ree Permit       Subdivision Public Base       \$1,520         Type A 3 or fewer       \$20       \$44       45%       Type A 3 or fewer       \$19         Type B or C 3 or fewer       \$100       \$400       25%       Type B or C 3 or fewer       \$19         Type B or C 4 -10       \$140       \$557       25%       Type B or C 4-10       \$95         + per tree       \$100       \$19       53%       + per tree       \$10         Type B or C 11-25       \$250       \$1,156       25%       Type B or C 11-25       \$143         + per tree       \$100       \$19       53%       + per tree       \$10         Type B or C 26 or more       \$310       \$1,244       25%       Type B or C 26 or more       \$190         + per tree       \$100       \$19       53%       + per tree       \$10       \$19         Type D       \$100       \$19       53%       + per tree       \$10       \$19         Type B or C 26 or more       \$100       \$19       53%       + per tree       \$10         Type D       \$100       \$19       53%       + per tree       \$10       \$19         Type D       \$100       \$19       53%       type D       \$10       \$							
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Type D \$750 \$750 100% Type D \$950 -4							0
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DRB Review of Type C Removal Plan \$155 \$158 98% DRB Review of Type C Removal Plan \$666 -							-219 -779

## City of Wilsonville

Planning Division Propos	ed 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 Tim	\$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 Tim	\$150					INEW
Not to exceed	\$22,035	\$22,035	100%			
251+ Acres Base Fee	\$7,500					
+ per hour for Staff Review/Report/Research Tim	\$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	
	Double				applicable	
Villebois Expedited Review	applicable fee	n/a		Villebois Expedited Review	fee	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 <i>,</i> 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	Wilsovnille Current	Wilsonville Proposed	Sherwood	Hilsboro	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	<ul> <li>\$295 New Cosntructio;</li> <li>\$105 Additions; \$295</li> <li>plus \$295 per acre for development</li> </ul>	<ul> <li>\$295 New Cosntructio;</li> <li>\$105 Additions; \$295</li> <li>plus \$295 per acre for development</li> </ul>	\$400 per building	\$450 to \$875	<ul> <li>\$295 New Cosntructio;</li> <li>\$105 Additions; \$295</li> <li>plus \$295 per acre for development</li> </ul>
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