

**RESOLUTION NO. 1034**

**A RESOLUTION OF THE WILSONVILLE CITY COUNCIL ADOPTING NEW AND ADDITIONAL FEES FOR THE PLANNING DEPARTMENT'S REVIEW OF BUILDING PERMITS AND FOR LANDSCAPE AND ARCHITECTURAL FIELD INSPECTIONS FOR MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL DEVELOPMENTS AND FOR INTERPRETATIONS OF CHAPTER 4 OF THE WILSONVILLE CODE.**

WHEREAS, the Wilsonville City Council finds that it is necessary and reasonable to establish such fees that are necessary to defray the Planning Department's actual operational costs for Land Use and Development Plan reviews including the review of building permits for compliance with the Wilsonville Code (WC) and for landscape and architectural inspections; and

WHEREAS, the City Council finds that written interpretations of Chapter 4 of the Wilsonville Code (WC) by the City Attorney and/or the Planning Director may be, in fact, appealed to the Planning Commission and are an administrative function for which there should be a recoverable cost; and

WHEREAS, the Wilsonville Budget Committee recommended that the City Council adopt a budget revenue option that would increase planning fee revenues by approximately \$10,000 for the current budget year to offset actual costs; and

WHEREAS, the Wilsonville Planning Commission, after holding a public hearing on July 12, 1993, to consider this matter, recommended that the City Council amend the current planning fee schedule by adopting new fees for the planning staff review of building permits and for the on-site follow-up inspection of landscaping and architectural features; and

WHEREAS, the Wilsonville City Council finds that Oregon state law allows the City to recover its administrative costs for planning reviews and that the follow-up on-site inspections and building permit reviews represent an actual administrative cost of the Planning Department that are recoverable.

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

SECTION 1. Written interpretations, when specifically requested by an

individual or corporation, of Chapter 4 (Zoning) of the Wilsonville Code by the City Planning Director and/or City Attorney and all other written interpretations of the Code and the City's Comprehensive Plan shall be charged a one time fee of \$150. The Planning fee schedule shall be amended to reflect this new and additional fee; however, any appeals of any interpretation shall require that the appropriate appeal fee be paid prior to any scheduled public hearing.

SECTION 2. The City Building Official shall adjust his fee schedule to reflect a \$50 additional permit charge per single family dwelling, including duplexes and additions to any structure which requires a planning department review for building setbacks and/or lot coverage. This fee shall be paid at the time that the building permit fee is collected.

SECTION 3. The City Building Official shall adjust his fee schedule to reflect an additional charge of \$100.00 (one hundred dollars) or .1% (one-tenth of one percent - .001) of the building permit value, whichever is more, to recover part of the additional administrative costs for the Planning Department to conduct follow-up inspections and reviews of building and landscape plans and to conduct on-site inspections for compliance with said plans and the City's Board's and Commission's Conditions of Approval. In no case, shall such additional charges for such costs as described herein exceed \$2500.00 (twenty-five hundred dollars). This fee shall be paid in full at the time the building permit fee is collected and shall be charged to all commercial, industrial and multi-family developments, including all additions thereto, for which a building permit for a structure is sought.

SECTION 4. No charges or fees set forth for administrative cost recovery for the Planning Department's review and inspections of building permits shall be charged and/or collected for any interior modifications or remodels which do not affect the exterior walls of any structure. The Wilsonville Building Official shall determine when it is appropriate to apply the additional charges and the appropriate amount. In the event of conflict, the Community Development Director has the authority to make a final determination; however, all final determinations of the Director shall be in writing.

ADOPTED by the Wilsonville City Council at a regular meeting thereof on the 16th day of August, 1993, commencing at the hour of 7:00 p.m. at the Wilsonville Community Development Hearings Room and filed with the Wilsonville City Recorder this date.

  
GERALD A. KRUMMEL, Mayor

ATTEST:

*Vera A. Rojas*

VERA A. ROJAS, CMC/A&E, City Recorder

SUMMARY of Votes:

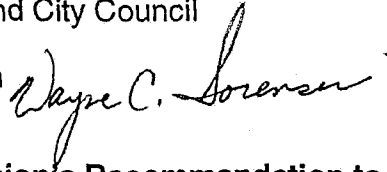
Mayor Krummel	<u>AYE</u>
Councilor Van Eck	<u>AYE</u>
Councilor Hawkins	<u>AYE</u>
Councilor Carter	<u>AYE</u>
Councilor Lehan	<u>AYE</u>

**STAFF REPORT**

August 16, 1993

TO: Honorable Mayor and City Council

FROM: Wayne C. Sorensen  
Planning Director



SUBJECT: **Planning Commission's Recommendation to Adopt New and Additional Fees to Recover Operational Costs for Inspections, Plan Reviews and Interpretations**

**SUMMARY**

The Wilsonville Budget Committee adopted a budget revenue option to increase overall planning fee revenues by \$10,000. Oregon State Law allows the City to recover all its administrative costs for planning reviews, including the review of building permits, on-site field inspections of landscaping and architectural features, and for interpretations of the Comprehensive Plan and Zone Code. On July 14, 1993, the Planning Commission held a public hearing and, at that time, decided to adopt Resolution No. 93PC17 which recommends that the City Council adopt new and additional fees to recover the Planning Department's administrative costs for review of building permits for single-family dwellings, for field inspections of landscaping and architectural review of multi-family, commercial and industrial development; and for interpretations of Chapter 4 of the Wilsonville Code and Comprehensive Plan.

**STAFF RECOMMENDATION**

Staff recommends that the Wilsonville City Council **approve and adopt** the Resolution which sets new fees for the Planning Department's review of single-family building permits, for field inspections of landscaping and architectural features and for written interpretations.

**PLANNING COMMISSION  
RESOLUTION NO. 93PC17**

**A RESOLUTION OF THE WILSONVILLE PLANNING COMMISSION RECOMMENDING THAT THE WILSONVILLE CITY COUNCIL ADOPT NEW AND ADDITIONAL PLANNING FEES TO RECOVER THE CITY'S OPERATIONAL COSTS FOR PLANNING'S REVIEW OF BUILDING PERMITS FOR SINGLE-FAMILY DWELLINGS; FOR INSPECTIONS OF MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL DEVELOPMENTS; AND FOR INTERPRETATIONS OF CHAPTER 4 OF THE WILSONVILLE CODE.**

WHEREAS, the Wilsonville Planning Commission finds that it is necessary and reasonable to establish fees for the purpose of defraying operational costs for Land Use and Development Plan Review by the City Planning staff; and

WHEREAS, the Commission finds that State Law permits the City to adopt a fee schedule for Land Use permits that reflects the City's actual administrative costs and, additionally, the Commission finds that the Budget Committee recommended that the City Council adopt a budget revenue option that would increase planning fee revenues by approximately \$10,000 for the next fiscal year; and

WHEREAS, the Commission had a public hearing on the proposed fee schedule on July 12, 1993, to gather public testimony and comments from all interested parties and agencies; and

WHEREAS, no interested parties appeared before the Commission.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission does recommend that the City Council adopt the proposed fee schedule that would enact new and additional fees for the review of building permits, landscape and architectural inspections and for interpretations of the Wilsonville Code.

ADOPTED by the Wilsonville Planning Commission at a regular meeting held on July 12, 1993, and filed with the Planning Secretary on July 14, 1993.

  
Acting Chairman, Planning Commission

ATTEST:

  
Sally Hartill, Planning Secretary

**93PC17 - CITY OF WILSONVILLE - Item continued from June 14, 1993 meeting for a public hearing. Planning Director requests the Planning Commission to recommend that the Wilsonville City Council adopt additional fees for land use applications and inspections. The City's current fee schedule was last increased and adopted in 1992.**

Mr. Sorensen stated with this resolution there would be new fees charged to cover the Planning Department's review of building permits. Each permit that is issued in the City in a residential category is reviewed by a Planner and a \$50.00 fee would be imposed to cover the time for that review. Additionally a percentage increase for Staff time for reviewing landscape and architectural drawings under Design Review when we go out on the site on commercial and industrial and multi-family developments to insure that all of the Conditions of Approval have in fact been complied with. That fee would be a minimum charge of \$100.00 and could range up to \$2500.00. At times a substantial amount of time is spent getting an application up to compliance. This fee would cover this. Lastly, we do have requests for written interpretations by myself or the City Attorney which involve an amount of time. These are appealable items and can come to the City Council. A \$150.00 fee will be imposed.

Corrections to resolution were spelling of "mayor" and adding Councilor Joanne Hawkins.

Mr. Sorensen stated the fee increase should generate about \$10,000.00 which would increase the revenue picture to about \$65,000-\$70,000 in his budget.

Commissioner Wagner asked if the \$10,000 would buy the Staff any more time. Mr. Sorensen stated it wouldn't buy more time, but it is time the Staff is now spending to review developments, follow up on conditions of approval, to review building permits. What we are doing that is different, we would be charging for the time spent on development reviews. In budgetary times where we are suffering through cuts, these are times under state law where staff is providing a service in our review and we can equate that to a charge. This does not recoup all of staff time and dollars spent in this area, but it will recoup a portion.

It was pointed out that the City selects the independent traffic engineer, however, their services are paid for by the developers.

**Commissioner Griffin moved to approved 93PC17 changing the date of the public hearing to July 12, 1993, to recommend this matter to City Council to amend the current planning fee schedule and adopt the new fees for planning staff review of building permits and for the on-site follow up inspections of landscaping and architectural fees, making corrections of spelling of mayor and addition of Joanna Hawkins as Councilor. Motion was seconded by Commissioner Coppersmith. Motion passed 6-0.**

RESOLUTION NO. 944

A RESOLUTION OF THE WILSONVILLE CITY COUNCIL ADOPTING A NEW FEE SCHEDULE FOR LAND USE AND DEVELOPMENT APPLICATIONS AND FOR TRAFFIC IMPACT STUDIES ANALYSIS.

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 Plan reviews including traffic impact studies and analysis; and

WHEREAS, the Wilsonville Budget Committee recommended that the City Council adopt a budget revenue option that would increase planning fee revenues by \$20,000.00 for the current budget year to offset actual costs; and

WHEREAS, the Wilsonville Planning Commission, after holding a public hearing on July 13, 1992, to consider this matter, adopted Planning Commission Resolution No. 92 PC 20 which recommends that the City Council amend Chapter 11 of the Wilsonville Code by deleting the site development fees set forth therein and adopt a new fee schedule by resolution as recommended, by the Commission, for Land Use and Site Development reviews by; and

WHEREAS, the Wilsonville City Council finds that Oregon state law allows the City to recover its administrative costs for planning reviews and that the last time the planning fees were increased was in May, 1986.

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

Section 1. Land Use and Site Development Application fees are hereby established as follows:

<u>Type Action</u>	<u>Fee</u>
I. Basic Procedure (for requests not specified in II through VI below)	
A. Class I - Administrative Review - Section 4.09(1)WC	\$ 50
Final Plat Review	\$ 100
B. Class II - Administrative Review with Notice	\$ 150

C.	Class III (Public Hearings)	
	A Greenway Permit, Conditional Use Permit or Variance	\$ 250
	Request to modify Condition of Approval	\$ 300
D.	Temporary Uses	
	Class I 15 days or less	\$ 25
	Class II 60 days	\$ 150
	Class III Over 60 days	\$ 250
E.	Change of Nonconforming Use	\$ 300
II.	<u>Zone Map Amendment (including Stage I Master Plan)</u>	
	A. Less than 10 acres	\$ 500
	B. 10 acres or more, but less than 50 acres	\$ 750
	C. More than 50 acres	\$1000
III.	<u>Preliminary Subdivision Plat (Stage II)</u>	
	Subdivision Preliminary Plat:	\$ 350+\$25/lot *
IV.	Planned Development (combined Stage I and II)	\$ 350 + \$30/ac
	Major Partition	\$ 350+\$25/lot
	Minor Partition - Class I	\$ 150+\$25/lot
	Minor Partition - Class III	\$ 350+\$25/lot
	Lot Line Adjustment	\$ 100
V.	<u>Design Review</u>	
	Final Site and Architectural	\$ 350 + \$10/ac (Natural areas exempt from fee calculations)
	Signs	\$ 50+\$2/sq.ft. (not to exceed \$1,500)
VI.	<u>Legislative Review</u>	
	A. Zone Text Amendment	\$ 500
	B. Comprehensive Plan Map Amendment	
	1. Less than 10 acres	\$1000
	2. 10 acres or more, but less than 50 acres	\$1200
	3. More than 50 acres	\$1500



C. Annexation	
1. Less than 10 acres	\$ 750
2. 10 acres or more	\$1000
D. Boundary Amendment Review	\$ 400
E. Street Vacations	\$ 350 deposit/ actual cost
F. Plat Vacations	\$ 500
G. Appeals	
1. To City Council	\$ 500
2. To Planning Commission	\$ 300
H. Special Meeting requested by applicant	\$ 500

\* No fee to exceed \$2,350.

Section 2. At the time of the pre-application conference (pursuant to Section 4.008(3) of the Wilsonville Code), the Community Development Director or the Director's designee shall determine whether it is probable that the traffic generated by the proposed development may either significantly impact the City's street and road system or need to demonstrate compliance with the City approval criteria for a "D" LOS (Level Of Service) or better.

Section 3. If the Community Development Director or designee determines that the traffic generated by development may (1) significantly impact the City's street and road system and/or (2) need to demonstrate compliance with criteria for "D" Level of Service or better, a traffic study and analysis shall be prepared by the City's Traffic Engineer, at the expense of the developer, under the following circumstances:

Section 4. The applicant shall be notified that a traffic study and analysis is required and that a fee for the costs to conduct the traffic study shall be imposed as follows:

A. The City's Traffic Engineer shall be in attendance at the pre-application conference unless other arrangements have been agreed to by the Director or City Engineer. The Traffic Engineer shall determine the scope of work and a cost estimate to provide the traffic study and analysis.

B. A fee of 115% of the Traffic Engineer's cost estimate is to be paid at or before submittal of the application and shall be a requirement for a complete application. The fee imposed shall be first applied to the Traffic Engineer's costs and then to the City's costs in administering and updating the Transportation Master Plan, including any specific studies of major roads and intersections.

C. The Community Development Director or designee may waive the requirement for a traffic study upon a written determination based upon a reasonable probability that the proposed development will not cause any significant impact to the City's street and road system and that a "D" LOS, or better, will be maintained. Such waivers as may be granted by the Community Development Director shall be forwarded to the Planning Department and entered into the public hearings record before the Planning Commission and, when required, the City Council.

Section 5. Notwithstanding the above, the Transportation Advisory Commission, the Planning Commission or the City Council, may determine that a traffic impact study and analysis is necessary in order to make an informed recommendation or decision about a land use application with significant impact to the City's street and road system or to demonstrate compliance with the City's approved criteria for a "D" LOS and may require a City Traffic study and analysis, which shall be paid for by the applicant as set forth in Section 4B above.

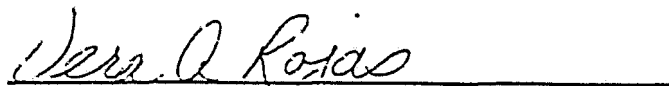
CONSIDERED by the Wilsonville City Council at a regular meeting thereof on the 3rd day of August, 1992, commencing at the hour of 7:00 p.m. at the Wilsonville Community Development Hearings Room at which time it was continued to August 17, 1992.

ADOPTED by the Wilsonville City Council at a regular meeting thereof on the 17th day of August, 1992, commencing at the hour of 7:00 p.m. at the Wilsonville Community Development Hearings Room.



GERALD A. KRUMMEL, Mayor

ATTEST:



VERA A. ROJAS, CMC/AAE, City Recorder

SUMMARY of Votes:

Mayor Krummel	<u>AYE</u>
Councilor Chandler	<u>AYE</u>
Councilor Carter	<u>AYE</u>
Councilor Lehan	<u>AYE</u>
Councilor Van Eck	<u>AYE</u>