



CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Planning Department Fee Schedule Update – Resolution No. 1967
DATE: October 4, 2022

The Planning Department Fee Schedule was updated extensively in 2011 with increases and some revisions in 2013, 2014, 2015, 2016, 2017, 2019, and 2021.

The current revision increases most fees by approximately 8%, which reflects the Western Consumer Price Index from the last year, generally. Other changes include:

- Accessory structure fee was very cheap because most buildings reviewed were just small sheds. Since we have increased the threshold for permits from 120 square feet to 200 square feet, this fee is being increased more. This is an update that should have been included in last year's update in August, but it wasn't noticed until after.
- Added a preapplication fee, which will act as a deposit if the application the preapplication meeting is for is applied for within six months. It is typical for fees to be charged for pre-application meetings. St. Helens has traditionally not charged for these.
- The letter/signature fee is being doubled but it still reasonable at \$33.

Note, this is intended to be effective November 1st, 2022.

The current fee schedule can be found online here:

https://www.sthelensoregon.gov/sites/default/files/fileattachments/planning/page/268/planning_fee_schedule_august_2021.pdf

If the Council concurs with these changes, please approve Resolution 1967 at the regular session.

Attached:

Draft Resolution No. 1967

Draft Resolution No. 1967 attachment (the fee schedule)

City of St. Helens
RESOLUTION NO. 1967

A RESOLUTION OF THE ST. HELENS CITY COUNCIL TO SET PLANNING
DEPARTMENT FEES

WHEREAS, Ordinance No. 3095 authorizes the City Council to establish Planning Department fees by resolution; and

WHEREAS, the City Council and staff finds it necessary from time to time to review these fees and adjust them accordingly based on the current estimated and actual costs of materials, staff time, and other related expenses.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

Section 1. The Planning Department fees set forth in the exhibit, attached, are hereby adopted.

Section 2. This Resolution supersedes Resolution No. 1929 and any previous Resolution setting forth Planning Department fees.

Section 3. This Resolution is effective November 1, 2022.

Approved and adopted by the City Council on October 19, 2022, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder



PLANNING DEPARTMENT FEE SCHEDULE

Accessory Structure (detached)	\$153
Amended decision (post amendment of proposed decision)	\$305
Amendment	
Quasi-judicial or Legislative	\$1,219
+Deposit for special notice (covers mailing expense); and/or	\$3,614 ^(D)
+Deposit for proposed text amendments	\$3,614 ^(D)
Annexation	
Annexation application (consent to annex)	\$1,219 + \$61/acre
+Election deposit (to cover election costs if applicable)	\$3,614 ^(D)
Appeal	
Administrative decision	\$250 ⁽¹⁾
Non-administrative decision (excludes cost of transcript, see below)	\$610
Expedited Land Partition or Subdivision	\$300 ^{(1) (D)}
Home Occupation	60% / applicable fee ⁽²⁾
+Transcript deposit (for non-administrative appeal)	\$500 ^{(1) (D)}
Building Permit Planning Release (fee associated with building permits)	\$61
Conditional Use Permit	
Minor Modification of Major CUP	\$305
Minor Modification of existing use (value of project <\$10,000)	\$305
Minor Modification of existing use (value of project >\$10,000)	\$367
Major (value of project is <\$250,000)	\$610
Major (value of project is \$250,000 to \$500,000)	\$792
Major (value of project \$500,000 to \$1,000,000)	\$975
Major (value of project >\$1,000,000)	Project Value x \$0.0008 + \$305 ⁽³⁾
Development Agreement or Contract (in add. to other application fees)	\$3,614
Easement Extinguishment (per ORS 221.725)	\$610
Expedited Land Division	Application fees same as Partition or Subdivision ⁽²⁾
Historic Resource Review	\$61

Home Occupation	\$183
Land Use Letter / Planning Director Signature	\$33
Lot Line Adjustment	\$305 + \$61/adj. acres
Measure 49	\$3,614
Notice (not as required, but requested—must be renewed annually)	\$28/calendar year
Parklet, Temporary	
Permit fee, administrative (excludes other permits needed for use of ROW)	\$183
Renewal (excludes other permits needed for use of ROW)	\$123
Partition	
Preliminary Plat	\$610 + \$33/parcel
Final Plat	\$61 + \$17/parcel
Planned Development (fee is same as use—e.g., SUB, SDR, CUP)	n/a
Preapplication Conference	\$123 ⁽⁴⁾
Public Passageway Permit	\$16 per 50' of street frontage used for street furniture ⁽⁵⁾
Recordation fee	Same as County Clerk
Referral of administrative decision to Planning Commission	+\$183 to base fee(s)
Revocation	\$305
Sensitive Lands Permit	
Administrative (except Tree Removal Permit—see below)	\$305
With public hearing	\$610
Sign Code Adjustment	\$549
Sign Permit	
Permanent [wall painted or adhered (i.e. sticks out less than 1'')]	\$61
Permanent (all except as above)	\$123
Temporary	\$33
Temporary (nonprofit organization)	\$0
Permit issued after sign has begun to be constructed	X2 base fee(s) ⁽²⁾
Sign Plan, Comprehensive	\$184 + \$33/sign
Site Development Review	
Minor Modification of Major SDR	\$153
Minor Modification of existing use (value of project <\$10,000)	\$153
Minor Modification of existing use (value of project >\$10,000)	\$305
Major (value of project is <\$250,000)	\$367

Major (value of project is \$250,000 to \$500,000)	\$549
Major (value of project \$500,000 to \$1,000,000)	\$731
Major (value of project >\$1,000,000)	Project Value x \$0.0008 ⁽³⁾
Scenic Resource	\$305
Street Vacation	
Application materials (provided by staff—optional)	\$61
Application fee	\$854 + Recordation fee ⁽⁶⁾
Subdivision	
Preliminary Plat	\$854 + \$33/lot
Final Plat	\$305 + \$17/lot
Supplemental Application pursuant to ORS 227.184	\$3,614
Temporary Use Permit	
One year	\$183
One month (within a 30 consecutive day time period)	\$61
One week (within a 7 consecutive day time period)	\$33
Time Extension	\$123
Tree Removal Permit (sensitive lands)	\$183/tree
Unlisted Use / Parking Use / Nonconforming Use Determination	\$183
Variance	\$549

DOCUMENT FEES

Development Code, etc.	Per Photocopy / Printout Fee (see Universal Fee Schedule)
Zoning District or Comprehensive Plan Map (hard copy)	\$28 each

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Notes:

(D) = Deposit to cover staff time and materials. Any portion not used is refundable.

¹ Indicates maximum per Oregon Revised Statutes.

² Indicates per St. Helens Municipal Code.

³ Project value requires an estimate from a qualified professional. If value is determined to be greater at time of Building Permit issuance, the difference shall be paid prior to issuance. **Max project value fee is \$5,772** (additional CUP fee still applies).

⁴ Fee may be deducted from application fee(s) if application is submitted within six months of preapplication conference.

⁵ Fee is per 50 feet of street frontage used rounded up. For example, using 51 feet would count as 100 feet for the purpose of administering the fee. This does not include temporary parklets.

⁶ Base fee is required to accept an application. If approved, recordation fees are required to be paid in advance of recording final documents with the County Clerk.