



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Planning Department Fee Schedule Update – Resolution No. 2035
DATE: January 3, 2025

The Planning Department Fee Schedule was updated extensively in 2011 with increases and some revisions in 2013, 2014, 2015, 2016, 2017, 2019, 2021, 2022, and 2024.

Usually, a resolution for Planning Department fees is to increase rates and other amendments. This time, we are only adding one new category: “**Adjustment per SB 1537 (2024), Section 38.**”

Oregon Senate Bill 1537, Section 38 from the 2024 legislation can be thought of as the “governor’s variances” and continues Oregon’s push to address the housing. It requires local governments to accept requests for certain adjustments, which are deviations from existing land use regulations. Up to ten adjustments are possible for eligible housing projects. We have Variances which require a public hearing with the Planning Commission, but these adjustments are required to be administrative—decided at the staff level, with the commission as the appeal authority. These adjustments need their own fee type.

It does not mandate code amendments as a jurisdiction can apply state law directly for adjustment requests. The operative time for these adjustments is January 2025 through January 2032, so it is limited term. This limited duration makes doing a related code amendment clunky, but having a separate fee schedule item via resolution prepares the city for any such applications.

For more on SB 1537 see:

<https://olis.oregonlegislature.gov/liz/2024r1/Measures/Overview/SB1537>

Because the Section 38 provisions of SB 1537 apply beginning January 1, 2025, this resolution is intended to be effective ASAP; on January 16, 2025, the day following the January 15th regular session.

The current fee schedule can be found online here:

www.sthelensoregon.gov/sites/default/files/fileattachments/planning/page/268/res_no_2013_-_exhibit.pdf

If the Council concurs with these changes, please approve Resolution No. 2035 at the regular session.

Attached:

Draft fee schedule with new fee type **highlighted**.



PLANNING DEPARTMENT FEE SCHEDULE

Accessory Structure (detached)	\$159
Adjustment per SB 1537 (2024), Section 38	\$316 + \$63/adjustment
Amended decision (post amendment of proposed decision)	\$316
Amendment	
Quasi-judicial or Legislative	\$1,263
+Deposit for special notice (covers mailing expense); and/or	\$3,744 ^(D)
+Deposit for proposed text amendments	\$3,744 ^(D)
Annexation	
Annexation application (consent to annex)	\$1,263 + \$63/acre
+Election deposit (to cover election costs if applicable)	\$3,744 ^(D)
Appeal	
Administrative decision	\$250 ⁽¹⁾
Non-administrative decision (excludes cost of transcript, see below)	\$632
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)	\$63
Conditional Use Permit	
Minor Modification of Major CUP	\$316
Minor Modification of existing use (value of project <\$10,000)	\$316
Minor Modification of existing use (value of project >\$10,000)	\$380
Major (value of project is <\$250,000)	\$632
Major (value of project is \$250,000 to \$500,000)	\$821
Major (value of project \$500,000 to \$1,000,000)	\$1,010
Major (value of project >\$1,000,000)	Project Value x \$0.0008 + \$316 ⁽³⁾
Development Agreement or Contract (in add. to other application fees)	\$3,744
Easement Extinguishment (per ORS 221.725)	\$632
Expedited Land Division	Application fees same as Partition or Subdivision ⁽²⁾
Historic Resource Review	\$159

Home Occupation	\$190
Land Use Letter / Planning Director Signature	\$34
Lot Line Adjustment	\$316 + \$63/adj. acres
Measure 49	\$3,744
Notice (not as required, but requested—must be renewed annually)	\$127/calendar year
Parklet, Temporary	
Permit fee, administrative (excludes other permits needed for use of ROW)	\$190
Renewal (excludes other permits needed for use of ROW)	\$127
Partition	
Preliminary Plat	\$632 + \$34/parcel
Final Plat	\$63 + \$18/parcel
Planned Development (fee is same as use—e.g., SUB, SDR, CUP)	n/a
Preapplication Conference	\$127 ⁽⁴⁾
Public Passageway Permit	\$17 per 50' of street frontage used for street furniture ⁽⁵⁾
Recordation fee	Same as County Clerk
Referral of administrative decision to Planning Commission	+\$230 to base fee(s)
Revocation	\$316
Sensitive Lands Permit	
Administrative (except Tree Removal Permit—see below)	\$316
With public hearing	\$632
Sign Code Adjustment	\$569
Sign Permit	
Permanent [wall painted or adhered (i.e. sticks out less than 1”)]	\$63
Permanent (all except as above)	\$127
Temporary	\$34
Temporary (nonprofit organization)	\$0
Permit issued after sign has begun to be constructed	X2 base fee(s) ⁽²⁾
Sign Plan, Comprehensive	\$190 + \$34/sign
Site Development Review	
Minor Modification of Major SDR	\$159
Minor Modification of existing use (value of project <\$10,000)	\$159
Minor Modification of existing use (value of project >\$10,000)	\$316
Major (value of project is <\$250,000)	\$380

Major (value of project is \$250,000 to \$500,000)	\$569
Major (value of project \$500,000 to \$1,000,000)	\$757
Major (value of project >\$1,000,000)	Project Value x \$0.0008 ⁽³⁾
Scenic Resource	\$316
Street Vacation	
Application materials (provided by staff—optional)	\$63
Application fee	\$885 + Recordation fee ⁽⁶⁾
Subdivision	
Preliminary Plat	\$885 + \$34/lot
Final Plat	\$316 + \$18/lot
Supplemental Application pursuant to ORS 227.184	\$3,744
Temporary Use Permit	
One year	\$190 + ⁽⁷⁾
One month (within a 30 consecutive day time period)	\$63 + ⁽⁷⁾
One week (within a 7 consecutive day time period)	\$34
Time Extension	\$123 + ⁽⁸⁾
Tree Removal Permit (sensitive lands)	\$190/tree
Unlisted Use / Parking Use / Nonconforming Use Determination	\$190
Variance	\$569
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Development Code, etc.	Per Photocopy / Printout Fee (see Universal Fee Schedule)
Zoning District or Comprehensive Plan Map (hard copy)	\$29 each
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Notes:

- ^(D) Deposit to cover city time, materials, and expenses. 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 \$5,980** (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.
- ⁽⁷⁾ For food/vender carts/trucks/trailers add \$63 per unit in addition to the first.
- ⁽⁸⁾ Add \$34 per 100' of notice area required by application type. For example, notice area less than 100' would not include this added fee, whereas a 300' notice area would triple this added fee.