



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. 2013
DATE: May 28, 2024

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

The current revision increases most fees by approximately 3.6%, which generally reflects the Western Consumer Price Index from the previous October 2022 increases to April 2024.

Fees that are increasing significantly different than this are **highlighted** with **notes in red** on the **attached** DRAFT and explained as follows:

- Historic Resource Review (HRR) has been subsidized by the city for years. At \$61 currently, this doesn't pay for the published legal notice in the newspaper (approx. \$230) or staff time.

The idea behind this is to avoid punishing those who own historic structures since they have a cultural public benefit. These are not common: between 2015 and 2013, four of these years had zero, four years had 1 and one year had 2 HRRs.

The proposal changes this to \$159, which still subsidizes city expense and effort, though not as much. If we going to charge a more complete fee, we'd probably put it in the \$569 category.

- Notice fee. This is a rarely used fee to be on a notice list for a property, even though the person requesting the notice is not in the normal area to get a notice by law.

It was \$28, which doesn't pay for much and being proposed for the \$127 category.

- Referral means when a normally administrative item for review is requested or required to be reviewed by the Planning Commission with a public hearing. The main thing this should cover is legal notice costs.

It was \$183 but being increased to \$230 to better capture legal notice in the local new paper.

- Temporary Use Permit for food cart/trucks pods (i.e., multiple food carts/trucks) is proposed to include a +\$63 per unit above one fee. Having multiple food carts adds much time, such as ensuring each unit is meeting its proper sanitary sewer management requirements, thus this per unit addition.
- Time Extensions add validity to a land use permit approval. A flat fee does not represent the costs/efforts as well for all applications. Thus, an additional fee of \$34 per 100' of

required notice area is being added. The largest notice areas are 300', which would be the base fee + \$104 (or \$34 x 3).

Note, **this is intended to be effective July 1st, 2024 for the new fiscal year.**

The current fee schedule can be found online here:

www.sthelensoregon.gov/sites/default/files/fileattachments/planning/page/268/res_no_1967_-_exhibit.pdf

If the Council concurs with these changes, please approve Resolution No. 2013 at the regular session.

Attached:

Draft fee schedule with fees that are increasing significantly different than others are **highlighted** with **notes in red**.

Draft Resolution No. 2013 attachment (the fee schedule)



PLANNING DEPARTMENT FEE SCHEDULE

Accessory Structure (detached)	\$159
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 (was \$61)
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 (was \$28)
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) (was \$183)
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⁾ (\$63 per unit)
One month (within a 30 consecutive day time period)	\$63 + ⁽⁷⁾ (\$63 per unit)
One week (within a 7 consecutive day time period)	\$34
Time Extension	
	\$123 + ⁽⁸⁾ (\$\$ based on notice area)
Tree Removal Permit (sensitive lands)	\$190/tree
Unlisted Use / Parking Use / Nonconforming Use Determination	\$190
Variance	\$569

Development Code, etc.	Per Photocopy / Printout Fee (see Universal Fee Schedule)
Zoning District or Comprehensive Plan Map (hard copy)	\$29 each

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.



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