City of St. Helens RESOLUTION NO. 2035

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. In this case, the change is in response to Oregon Senate Bill 1537 (2024).

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. 2013 and any previous Resolution setting forth Planning Department fees.

Section 3. This Resolution is effective January 16, 2025.

Approved and adopted by the City Council on January 15, 2025, by the following vote:

Ayes:

Nays:

ATTEST:

Jennifer Massey, Mayor

Kathy Payne, City Recorder



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 +Deposit for special notice (covers mailing expense); and/or +Deposit for proposed text amendments	\$1,263 \$3,744 (D) \$3,744 (D)
Annexation Annexation application (consent to annex) +Election deposit (to cover election costs if applicable)	\$1,263 + \$63/acre \$3,744 ^(D)
Appeal Administrative decision Non-administrative decision (excludes cost of transcript, see below) Expedited Land Partition or Subdivision Home Occupation +Transcript deposit (for non-administrative appeal)	\$250 ⁽¹⁾ \$632 \$300 ^{(1)(D)} 60% / applicable fee ⁽²⁾ \$500 ^{(1)(D)}
Building Permit Planning Release (fee associated with building permits)	\$63
Conditional Use PermitMinor Modification of Major CUPMinor Modification of existing use (value of project <\$10,000)	\$316 \$316 \$380 \$632 \$821 \$1,010 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) Renewal (excludes other permits needed for use of ROW)	\$190 \$127
Partition Preliminary Plat Final Plat	\$632 + \$34/parcel \$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) With public hearing	\$316 \$632
Sign Code Adjustment	\$569
Sign Permit Permanent [wall painted or adhered (i.e. sticks out less than 1")] Permanent (all except as above) Temporary Temporary (nonprofit organization) Permit issued after sign has begun to be constructed	\$63 \$127 \$34 \$0 X2 base fee(s) ⁽²⁾
Sign Plan, Comprehensive	\$190 + \$34/sign
Site Development Review Minor Modification of Major SDR Minor Modification of existing use (value of project <\$10,000) Minor Modification of existing use (value of project >\$10,000) Major (value of project is <\$250,000)	\$159 \$159 \$316 \$380

Major (value of project is \$250,000 to \$500,000) Major (value of project \$500,000 to \$1,000,000)	\$569 \$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
Development Code, etc. Per Photocopy / Printout F	ee (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.