



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. 1929
DATE: July 12, 2021

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

The current revision increases most fees by approximately 5%, which reflects the Western Consumer Price Index from the last year and overall inflation for the last two years, generally. Other changes include:

- Eliminating the Auxiliary Dwelling Unit permit, which is no longer necessary based on the Development Code changes of Ordinance No. 3264 (effective in June of this year).
- Public passageway permit fee. A fee was included in Ordinance No. 3039 (2007) but code amendments since then have removed it. More appropriate for fee to be established via resolution than ordinance anyways.
- Temporary Parklet fees added. No such fee has existed to date, and we have received two parklet applications in the past several months (the first two ever for St. Helens). Fee is for future applications or extensions.
- ROW vacation fee changed to require the applicant to pay recording costs if vacation is approved. A recent example had a recording cost of over \$200. The application materials fee was increase more than 5% to align with other lesser fees more appropriate for the work involved (while still being reasonable: \$34 to \$57).

Note, this is intended to be effective August 1st, 2021.

The current fee schedule can be found online:

<https://www.sthelensoregon.gov/planning/page/resources-links>

If the Council concurs with these changes, please approve Resolution 1929 at the regular session.

Attached:

Draft Resolution No. 1929

Draft Resolution No. 1929 attachment (the fee schedule)

City of St. Helens
RESOLUTION NO. 1929

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. 1857 and any previous Resolution setting forth Planning Department fees.

Section 3. This Resolution is effective August 1, 2021.

Approved and adopted by the City Council on July 21, 2021, by the following vote:

Ayes:

Nays:

ATTEST:

Rick Scholl, Mayor

Kathy Payne, City Recorder



PLANNING DEPARTMENT FEE SCHEDULE

Accessory Structure (detached)	\$57
Amended decision (post amendment of proposed decision)	\$283
Amendment	
Quasi-judicial or Legislative	\$1,129
+Deposit for special notice (covers mailing expense); and/or	\$3,347 (D)
+Deposit for proposed text amendments	\$3,347 (D)
Annexation	
Annexation application (consent to annex)	\$1,129 + \$57/acre
+Election deposit (to cover election costs if applicable)	\$3,347 (D)
Appeal	
Administrative decision	\$250 ¹
Non-administrative decision (excludes cost of transcript, see below)	\$565
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)	\$57
Conditional Use Permit	
Minor Modification of Major CUP	\$283
Minor Modification of existing use (value of project <\$10,000)	\$283
Minor Modification of existing use (value of project >\$10,000)	\$340
Major (value of project is <\$250,000)	\$565
Major (value of project is \$250,000 to \$500,000)	\$734
Major (value of project \$500,000 to \$1,000,000)	\$903
Major (value of project >\$1,000,000)	Project Value x \$0.000793 + \$283 ³
Development Agreement or Contract (in add. to other application fees)	\$3,347
Easement Extinguishment (per ORS 221.725)	\$565
Expedited Land Division	Application fees same as Partition or Subdivision ²
Historic Resource Review	\$57

Home Occupation	\$170
Land Use Letter / Planning Director Signature	\$15
Lot Line Adjustment	\$283 + \$57/adj. acres
Measure 49	\$3,347
Notice (not as required, but requested—must be renewed annually)	\$26/calendar year
Parklet, Temporary	
Permit fee, administrative (excludes other permits needed for use of ROW)	\$170
Renewal (excludes other permits needed for use of ROW)	\$114
Partition	
Preliminary Plat	\$565 + \$31/parcel
Final Plat	\$57 + \$16/parcel
Planned Development (fee is same as use—e.g., SUB, SDR, CUP)	n/a
Public Passageway Permit	\$15 per 50' of street frontage used for street furniture ⁴
Recordation fee	Same as County Clerk
Referral of administrative decision to Planning Commission	+\$170 to base fee(s)
Revocation	\$283
Sensitive Lands Permit	
Administrative (except Tree Removal Permit—see below)	\$283
With public hearing	\$565
Sign Code Adjustment	\$509
Sign Permit	
Permanent [wall painted or adhered (i.e. sticks out less than 1'')]	\$57
Permanent (all except as above)	\$114
Temporary	\$31
Temporary (nonprofit organization)	\$0
Permit issued after sign has begun to be constructed	X2 base fee(s) ²
Sign Plan, Comprehensive	\$170 + \$31/sign
Site Development Review	
Minor Modification of Major SDR	\$142
Minor Modification of existing use (value of project <\$10,000)	\$142
Minor Modification of existing use (value of project >\$10,000)	\$283
Major (value of project is <\$250,000)	\$340
Major (value of project is \$250,000 to \$500,000)	\$509
Major (value of project \$500,000 to \$1,000,000)	\$677

Major (value of project >\$1,000,000)	Project Value x \$0.000793 ³
Scenic Resource	\$283
Street Vacation	
Application materials (provided by staff—optional)	\$57
Application fee	\$791 + Recordation fee ⁵
Subdivision	
Preliminary Plat	\$791 + \$31/lot
Final Plat	\$283 + \$16/lot
Supplemental Application pursuant to ORS 227.184	\$3,347
Temporary Use Permit	
One year	\$170
One month (within a 30 consecutive day time period)	\$57
One week (within a 7 consecutive day time period)	\$31
Time Extension	\$114
Tree Removal Permit (sensitive lands)	\$170
Unlisted Use / Parking Use / Nonconforming Use Determination	\$170
Variance	\$509

DOCUMENT FEES

Development Code, etc.	Per Photocopy / Printout Fee (see Universal Fee Schedule)
Zoning District or Comprehensive Plan Map (hard copy)	\$26 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 \$5,345** (additional CUP fee still applies).

⁴ 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.

⁵ 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.