



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> June 15, 2026		<b>Subject: Resolution No. 3271</b> Housing Statutory Compliance, Part 1 – Fee Schedule Update	
		<b>Staff Members:</b> Kimberly Rybold, AICP, Senior Planner	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: June 1, 2026 <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: June 1, 2026 <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: June 15, 2026 <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		<b>Comments:</b>	
<b>Staff Recommendation:</b> Adoption of the updated Planning Division Fee Schedule related to process updates adopted as part of the Housing Statutory Compliance Project, Part 1.			
<b>Recommended Language for Motion:</b> I move to adopt Resolution No. 3271.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

City Council will consider adoption of updates to the Planning Division Fee Schedule related to the updated review process for residential development adopted in Part 1 of the Housing Statutory Compliance Project with Ordinance No. 903.

**EXECUTIVE SUMMARY:**

Part 1 of the Housing Statutory Compliance Project, adopted with Ordinance No. 903, includes Development Code amendments establishing a Class 2 administrative review process for new residential development. These updates are required by Senate Bill (SB) 974 (2025) and House Bill (HB) 4037 (2026), bills passed by the Oregon Legislature requiring cities and counties to issue land use decisions without a public hearing on most residential development applications. To minimize confusion and provide direction for customers, updates to the Planning Division’s Fee Schedule will clarify which application fees apply to new development reviewed through the Class 2 process.

The existing fee schedule identifies a Class 2 administrative review fee of \$1,949. This fee is typically applied to Class 2 reviews of modifications to previously approved plans and is substantially less than fees that would typically be collected for new residential development requiring DRB review. In the past three years, application fees for new residential development have ranged between \$25,000 and \$60,000 depending on number of application components and project size. To ensure continued recovery of administrative costs, the proposed Fee Schedule update would clarify that the listed Class 1 and Class 2 review fees apply to modifications to previously approved plans and any other administratively reviewed applications that do not have specific review fees listed, not applications for new development.

Similar to current practice for applications requiring a public hearing at the Development Review Board (DRB), all new development applications that include multiple components would pay each listed fee component. To allow recovery of the additional costs involved in noticing and holding a public hearing, the proposed Fee Schedule edits would apply the existing applicable meeting fee to applications requiring a public hearing. The updated Fee Schedule does not include changes to the listed fees, which will continue to be indexed to inflation annually as established in Resolution No. 2620.

**EXPECTED RESULTS:**

Adoption of updates to the Planning Division fee schedule related to process modifications in Part 1 of the Housing Statutory Compliance Project.

**TIMELINE:**

The resolution will become effective concurrently with Ordinance No. 903, which will be July 1, 2026 if adopted on second reading as planned on June 15.

**CURRENT YEAR BUDGET IMPACTS:**

Preparation of the updated Fee Schedule involved a minimal amount of staff time covered by the current Planning Division budget. Any fees generated from the updated Fee Schedule will be received during Fiscal Year 26-27.

**COMMUNITY INVOLVEMENT PROCESS:**

Outreach for Part 1 of the Housing Statutory Compliance Project included public work sessions held by the Planning Commission and City Council in addition to public hearings. The proposed

Fee Schedule update is a type of action for which public outreach does not typically occur.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

The updated Fee Schedule will support cost recovery for Planning Division permit processing to reduce demand on other City financial resources.

**ALTERNATIVES:**

City Council may adopt additional or modified fees.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

1. Resolution No. 3271
  - A. Planning Division Fees Effective July 1, 2026