

RESOLUTION NO. 2023-25

A Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective.

RECITALS:

Whereas, the City of McMinnville collects permitting fees for land-use applications to fund the review costs associated with new development projects; and

Whereas, per Resolution No. 2003-35, it is the belief of the City Council that developers and others using the services of the Planning Department for current planning activities should pay their share of the costs associated with their projects; and

Whereas, in 2018, the City commissioned a planning fee study that showed that the City was only collecting 12% of the costs of the current planning program in their fee schedule; and

Whereas, on December 11, 2018, the City adopted Resolution No. 2018 – 63, a resolution that updated the planning fee schedule so that it reflected a 55% cost recovery for development services related to land-use application review, and provided direction to increase the planning fee schedule by 10% plus CPI (Portland's CPE-W Index) every year over the next five years towards a full cost recovery model; and

Whereas, due to the pandemic in 2020, the City of McMinnville elected not to increase permitting fees; and

Whereas, the CPI increase from March 2022 to March 2023 is 5.1%.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MCMINNVILLE, OREGON as follows:

1. That the City of McMinnville's Planning Fee Schedule will be as established by the fee schedule attached to this Resolution.
2. That this fee schedule will take effect July 1, 2023.

MISCELLANEOUS PROVISIONS:

The attached Planning Fee Schedule –

- Assumes a goal of a 100% cost recovery in 2025 with a 10% increase plus CPI (Portland's CPE-W Index) over the next two years.
- The fee schedule will be updated on July 1 of each year.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 27th day of June 2023 by the following votes:

Ayes: Garvin, Geary, Menke, Payne
Nays: Crenoweth

Approved this 27th day of June, 2023.



MAYOR

Approved as to form:



CITY ATTORNEY



CITY RECORDER

EXHIBITS:

- Planning Fee Schedule, July 1, 2023

PLANNING FEE SCHEDULE (Effective 7/1/2023):

CURRENT PLANNING FEES

TYPE OF APPLICATION	FEE
Annexation	\$14,950.00
Appeal of Planning Commission Decision	\$1,260.00
Appeal of Planning Director Decision	\$333.00
Area Plan Review – Property Owner Initiated	\$11,580.00
Classification of an Unlisted Use*	\$1,575.00
Comprehensive Plan Map Amendment	\$8,210.00
Comprehensive Plan Map Amendment / Zone Map Amendment	\$11,730.00
Comprehensive Plan Text Amendment / Zoning Text Amendment	\$10,285.00
Conditional Use Permit	\$3,505.00
Downtown Design Standards and Guidelines – Administrative Approval*	\$610.00
Downtown Design Standards and Guidelines – Historic Landmarks Committee Approval	\$1,809.00
DMV Certificates	\$287.00
Expedited Land Use Division Application	
Partition	\$2,081.00
Subdivision ≤ 10 Lots	\$4,675.00
Subdivision (more than 10 lots)	\$8,158.00
Appeal Deposit	\$493.00
Plus Per Lot Fees	\$40.00
Historic Landmarks – Certificate of Approval, Alteration	\$1,809.00
Historic Landmarks – Certificate of Approval, Demolition, Move	\$2,863.00
Historic Resources Inventory Amendment	\$1,304.00
Home Occupation	\$333.00
Annual Renewal Fee	\$100.00
Interpretation of Code by Director	\$603.00
Landscape Plan Review	\$1,207.00
Land Use Compatibility Statement – Regular	\$624.00
Land Use Compatibility Statement – Marijuana Change in Business Name	\$582.00
Land Use Compatibility Statement – Marijuana Dispensary	\$1,113.00
Land Use Compatibility Statement – Marijuana Producer / Wholesaler	\$813.00
Land Use Extension	\$753.00
Large Format Commercial Development Design Review	\$4,272.00
Large Format Commercial Development Design Review and Waiver	\$6,900.00
Manufactured Home Park	\$3,505.00
Manufactured Home Park Per Lot Fee	\$35.00
Master Plan	\$6,400.00

Minor Modification	\$1,285.00
Model Home Permit	\$1,125.00
NE Gateway Design Standards and Guidelines – Administrative Approval*	\$667.00
NE Gateway Design Standards and Guidelines – Waiver Request	\$981.00
Parking Lot Review	\$862.50
Parking Variance for Historic Structure – Administrative Approval*	\$981.00
Parking Variance for Historic Structure – Planning Commission Approval	\$1,353.00
Partition of Land (Tentative)*	\$2,087.00
Planned Development (In addition to any applicable zone change fee):	\$6,825.00
Residential Rate (per dwelling unit)	\$59.00
Commercial Rate (per 1000 sf of building)	\$59.00
Industrial Rate (per 1000 sf of building)	\$59.00
Planned Development Amendment –Major Amendment (Planning Commission)	\$4,127.00
Planned Development Amendment – Minor Amendment (Administrative)	\$1,283.00
Property Line Adjustment*	\$1,102.00
Public Hearing Request	\$2,012.50
Recreational Vehicle Park Permit*	\$2,118.00
Resident Occupied Short Term Rental*	\$1,414.50
Annual Renewal Fee	\$235.00
Short Term Rental*	\$1,414.50
Annual Renewal Fee	\$235.00
Sign Permit – Temporary	\$80.00
Sign Permit – Permanent	\$185.00
Sign Standards Exception (Variance)	\$2,609.00
Site and Design Review – Commercial	\$2,461.00
Site and Design Review – Multi-Family	\$2,461.00
Solar Collection System Variance	\$2,609.00
Street Tree Removal	\$160.00
Street Vacation	\$1,000.00
Subdivision (less than or equal to 10 lots)*	\$3,857.00
Plus per lot fee	\$40.00
Subdivision (more than 10 lots)	\$6,994.00
Plus per lot fee	\$40.00
Temporary Living Unit Permit	\$819.00
Semi-Annual Renewal Fee	\$528.00
Three Mile Lane Design Overlay – Administrative Approval*	\$2,087.00
Traffic Impact Analysis Review	\$950.00
Transitional Parking Permit	\$1,241.00
Urban Growth Boundary Amendment	\$18,720.00
Variance (Administrative)*	\$1,190.00
Variance (Land Division)	\$2,629.00
Variance (Zoning)	\$2,867.00
Wireless Communication Facility Review	\$4,871.00
Zone Map Amendment	\$5,667.00
Zoning/Compliance Letters	\$126.50

*Applications are subject to Director's decision. If a public hearing is requested, the fee for the public hearing request will be applied.

LAND-USE APPLICATIONS NOT SPECIFIED

TYPE OF APPLICATION	FEE
TYPE I: Administrative Decision w/out Notification (permits) not on fee schedule	\$517.50
TYPE II: Administrative Decision w/Notification (land-use) not on fee schedule	\$1,035.00
TYPE III: Planning Commission Decision - not on fee schedule	\$3,507.00
TYPE IV: City Council Decision – not on fee schedule	\$5,750.00

WIRELESS – SMALL CELL FACILITIES

TYPE OF APPLICATION	FEE
Wireless – Small Cell (Initial Fee for Five Small Wireless Facilities)	\$577.00
Wireless – Small Cell (Initial Fee – Each Greater than Five)	\$115.00
Wireless – Small Cell (Annual Recurring Fee for Each Facility)	\$289.00
Wireless – Small Cell “Make Ready” Cost Recovery. (Recovery of any specific costs incurred by the City by the attacher for work within the right-of-way and/or to enable the siting of a Small Wireless Facility on a municipally-owned structure in the right-of-way.	Full Cost Recovery Plus Administrative Fees

Per Resolution No. 2019-24

BUILDING PERMIT REVIEW

TYPE OF APPLICATION	FEE
Commercial/Industrial Building Permit Review	
Value < \$100,000	\$253.00
Value \$100,000 - \$500,000	\$451.00
Value > \$500,000	\$944.00
Residential Building Permit Review	
Value < \$100,000	\$98.00
Value > \$100,000	\$253.00
Multifamily > \$100,000	\$883.00
Residential Design Standards Review*	
Single, Duplex, Triplex, Quadplex, Townhome, ADU*	\$262.50
Cottage Cluster, Single Room Occupancy – Small Housing*	\$577.50
Apartments, Single Room Occupancy – Large Housing*	\$787.50
Revision Review	50% of original fee

*In addition to Residential Building Permit Review fees - can be requested prior to submitting for building permits.

ADMINISTRATIVE FEES

TYPE OF APPLICATION	FEE
Copy fees	\$0.10 per copy
Comprehensive Plan Map (24" x 36")	\$10.00
Development Inspection for Conformance with Approval, Each Inspection after First Inspection	\$75.00
General Records Request	\$73.50/hour
Hourly Rate	\$73.50/hour
Neighborhood Meeting Mailing List	\$65.00
Refund Processing Fee	\$82.00
Research / Staff Time	\$73.50/hour
Return Check Fee (NSF)	\$35.00
Withdrawn Application (Prior to Complete)	Reimburse 75% of Fee
Withdrawn Application (Prior to Notice)	Reimburse 50% of Fee
Withdrawn Application (After Noticed)	No Refund
Zone Map (24" x 36")	\$10.00

Planning permit fees for qualifying affordable housing projects per McMinnville Municipal Code, Section 3.10.060, are reduced by 50% (Resolution No. 2016-81).